**A
Introduction**

This Supplement (1) contains administrative file codes and instructions for "general housekeeping" records common to all Government agencies.

The Office of Primary Responsibility, or the office responsible for performing a particular function or activity, shall use the entire file guide, if needed, while other divisions shall establish a folder using only the primary file code.

Example: Budget Division will use all file codes and subjects under the BU file guide, while PECD (or any other division) will establish only 1 folder for the year BU Budget '98ë

There are some administrative records created and maintained by all offices, as well as the office of primary responsibility. In those instances, the specific file code shall be used to establish files.   FSA offices shall use the following file codes for these records common to all offices:

Subject	File Code	Label
Activity Reports	ADM 1-1	ADM 1-1 Activity Reports '98
T&A's	PM 11-1	PM 11-1 T&A Smith, John '98
Travel Vouchers	TVL 6-3	TVL 6-3 Travel FY 98 Brown, Mary
Unofficial Personnel Folders	PM 5-1	PM 5-1 Unofficial Personnel Smith, Susan
Employee Training	PM 20-1	PM 20-1 Employee Training'98
Congressional Correspondence	LE 13	LE 13 Congressional (A-K) '98

**B
Index of
Administrative
File Guides**

File Code	Subject	Office(s) of Primary Responsibility
ADM	Administrative Management	All Offices
ADP	Automated Data Processing	ITSD, KCMO
AUD	Audits and Investigations	ACOS
BU	Budget	BUD
CR	Civil Rights	CRS
EEO	Equal Employment Opportunity	CRS
FM	Financial Management	FMD
IC	Internal Controls	ACOS
INF	Information Services	PAS
IS	International Services	MSD
LE	Legislative and Legal	LLS, ACOS
MA	Mail Management	MSD
MCM	Meeting and Conference Management	MSD, HRD
MGI	Management Improvement	ITSD, EPAS, OAS, BUD
MIR	Management of Information Resources	ITSD, KCMO
MTV	Motor Vehicle	MSD
ORM	Organizational Management	AO, HRD
PD	Paperwork and Data Management	MSD
PM	Personnel Management	HRD
PNTG	Printing, Binding, Duplicating, and Distributing Records	MSD
PPM	Personal Property Management	MSD
PRC	Procurement and Contract	MSD
RPM	Real Property Management	MSD
TCM	Telecommunications	ITSD, MSD,KCMO
TVL	Travel	FMD, MSD

This table lists the subject file codes for administrative management files.

Use white labels for all ADM file codes and subjects.

Administrative Management Files. Use this subject category for general correspondence and related papers about administrative management activities; such as activity reports, staff meetings, delegations of authority, schedules of daily activities, general administrative materials, transitory documents, and tracking and control records.

File Code	Subject	Type of Material
ADM	Administrative Management	File general material about administrative management too broad to be filed under 1 of the more specific subjects in this exhibit.
ADM 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit. Subdivide as needed.
ADM 1-1	Activity Reports	File activity reports for the division level and below.
ADM 2	Policy and Procedure	File background material that documents the important aspects of the Agency and Departmental policy and procedure concerning administrative management.
ADM 3	Meetings/Training Meetings/Committees	File material about meetings, training, and committees too broad to be filed under 1 of the more specific categories in this exhibit. Subdivide as needed.
ADM 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.
ADM 3-2	Staff Meetings	File materials and correspondence about staff meetings at the division level and below.
ADM 3-3	Trip Reports/Thank You Letters	File trip reports and thank you letters.

File Code	Subject	Type of Material
ADM 4	Projects	File general material about administrative management projects too broad to be filed under 1 of the more specific subjects in this exhibit.
ADM 5	Automation	File correspondence about automation too broad to be filed under 1 of the more specific subjects in this exhibit. Subdivide as needed.
ADM 6	Delegations of Authority	File material on the order of succession and functional or signing delegations to offices below the division level. **Note:** Use ORM 5 for delegations above the division level.
ADM 6-1	Temporary Delegations	File material designating 1 person to act for another on a temporary basis; such as during leave or illness.
ADM 7	Schedules of Daily Activities	Use for calendars, appointment books, schedules, logs, diaries, and other records of division directors and below that document meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy, **excluding** materials determined to be personal. **Note:** Use ORM 10 for Deputy Administrators offices and above.

File Code	Subject	Type of Material
ADM 8	General Administrative	File material about the performance of routine administrative operations or obtaining housekeeping-type services from the offices responsible for providing them.
ADM 8-1	Supplies and Office Services	File general correspondence and materials concerning office supplies and services. **Examples:** AD-700's for typewriter repairs, receipts, carpet shampoo, and exterminations.
ADM 8-2	Equipment Requests/Receipts	File correspondence and materials concerning equipment requests and receipts for equipment delivery.
ADM 8-3	Suspense	File documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

File Code	Subject	Type of Material
ADM 8-4	Transitory	File documents of short-term interest which have no documentary or evidential value and normally need not be kept for more than 90 calendar days, including: • routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply • originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material • quasi-official notices including memorandums and other records that do not serve as the basis of official actions. **Examples:** Notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.
ADM 8-5	Tracking and Control Records	File logs, registers, and other records used to control or document the status of correspondence, travel, training, reports, or other records.

This table contains the subject file codes for ADP files.

Use white labels for all ADP file codes and subjects.

Automated Data Processing Files. Use for material of a general nature concerning the study, selection, use, and management control of ADP and word processing equipment, operations, software, and systems.

File Code	Subject	Type of Material
ADP	ADP Management	File general material about ADP management too broad to be filed under 1 of the more specific subjects in this exhibit.
ADP 1	Reports and Statistical Summaries	File reports, studies, surveys of ADP, progress reports, significant accomplishment reports, and microfiche reports. Subdivide as needed.
ADP 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure. Include laws and regulations.
ADP 2-1	ADP Plans	File general material about ADP management plans. Subdivide as needed.
ADP 3	Meetings/Training Meetings/ Committees	File general material concerning ADP management activities. Subdivide as needed.
ADP 4	Projects/Studies	File general material about ADP management projects and studies. Subdivide as needed.

Automated Data Processing File Guide (Continued)

File Code	Subject	Type of Material
ADP 5	Automated Systems	File general material regarding system initiation, application design and development, system specifications, user requirements, development plans, software releases and software reviews and modifications, testing files and plans, documentation, operation and maintenance, quality assurance, and backups. Subdivide by name of system.
ADP 6	Test Files and Software	File correspondence and material about the testing of ADP equipment and software evaluations.
ADP 6-1	Acceptance Testing	File correspondence and material about acceptance testing. Subdivide as needed.
ADP 6-2	Usability Lab	File correspondence and material about opportunities for user to evaluate compatibility and interact with proposed software.
ADP 7	Equipment	File material concerning planning and preparing for acquisition of ADP, office automation equipment, and attachments for existing equipment and services.
ADP 7-1	Mainframe Computers	File material concerning mainframe computers.
ADP 7-2	Personal Computers	File correspondence regarding requests for personal computers.
ADP 7-3	Mini Computers	File material regarding requests for mini computers.
ADP 7-4	Software	File correspondence concerning requests for software.

Automated Data Processing File Guide (Continued)

File Code	Subject	Type of Material
ADP 8	Vendors	File correspondence and material from vendors. If needed, file by vendor's name.
ADP 8-1	Contractor Developed Products/ Deliverables	File correspondence and material about reviews of products and recommendations to contractors to meet standards, satisfy user requirements, and preserve system integrity.
ADP 9	Security	File correspondence and material about ADP security, including Department, Agency, and organizational regulations and guidelines on policy and procedure.
ADP 9-1	User Names and Passwords	File requests for user names and passwords, including individuals for data bases and all other data repositories.
ADP 9-2	Security Plans	File material about security plans, including application systems and contingency plans.
ADP 9-3	Security Reports	File material about Department, Agency, and organizational security reports.
ADP 9-4	Security Access	File material about access requests for user names and passwords by individuals for data bases, files, System 36, Unix, and all other data repositories.
ADP 9-5	Security Audits	File material about GAO and OIG audits by audit number.
ADP 9-6	Security Training	File correspondence and material about security awareness and training.

Automated Data Processing File Guide (Continued)

File Code	Subject	Type of Material
ADP 9-7	Viruses	File material about viruses and antivirus software and guidelines.
ADP 10	Assistance	File requests for user services, including training, using software, and information on programs.
ADP 11	Data Sharing	File material concerning the sharing of data between agencies, divisions, and so forth.
ADP 12	Program Information	File requests for data on Agency programs from OMB, Congress, and the Department.
ADP 13	SCOAP	File material about State and County Office Automation project.
ADP 13-1	System 36	File material about System 36 equipment, including hardware and software and State and County release by subject.
ADP 13-2	SCOAP Software Releases	File history of SCOAP software releases. Subdivide by State and County and release number.
ADP 13-3	Capacity	File material about disk space and upgrades for State and County Offices.
ADP 13-4	Closings	File material about County Office closings.
ADP 13-5	Acceptance Testing	File correspondence and material about testing SCOAP applications.
ADP 13-6	Assistance	File correspondence and material about providing assistance to AC's in determining problems and completing repairs.

Automated Data Processing File Guide (Continued)

File Code	Subject	Type of Material
ADP 14	National Computer Center (NCC)	File general correspondence and material about NCC.
ADP 14-1	NCC Capacity	File correspondence and material about NCC capacity.
ADP 14-2	NCC Billing	File correspondence and material about computer billing charges.
ADP 14-3	Contingency/Disaster Plans	File correspondence and material about disaster recovery of NCC in KCMO.
ADP 14-4	Hotsite Testing	File correspondence and material about NCC hotsite testing.
ADP 15	Risk Management	File correspondence and material about risk management.
ADP 16	Program Maintenance Manuals	File manuals concerning maintenance of the system's software.
ADP 17	Data History	File correspondence, material, and diskettes documenting the data history of systems. Subdivide by systems and software.

File Code	Subject	Type of Material
ADP 18	System Checks/ Reviews/ Modifications	File correspondence, reports, and material about the analysis and procedures that were developed to support performing checks of operational systems to ensure that integrity and efficiency of operations are maintained. This includes access, update, backup, security, privacy, and modifications to ensure the continued effectiveness of these systems. Subdivide by the program system name.
ADP 18-1	Cotton Management System (CMS)	File correspondence and supporting documentation concerning CMS.
ADP 18-2	Grain Inventory Management System (GIMS)	File correspondence and supporting documentation concerning GIMS.
ADP 18-2-1	Central Disbursement System (CDS)	File correspondence and supporting material concerning CDS.
ADP 18-3	Automated Price Support System (APSS)/ Automated Cotton Reporting System (ACRS)	File correspondence and material about the cotton APSS and ACRS.

File Code	Subject	Type of Material
ADP 18-3-1	Cotton Contractor Records	File cotton warehouse letters and related correspondence.
ADP 18-3-2	Cotton Sales	File correspondence about cotton sales.
ADP 18-3-3	Cotton Exchange/ Transfer of Receipts	File letters transmitting warehouse receipts from contractor to KCMO or warehouseperson.
ADP 18-3-4	Cotton Receipts Tracking System (CRTS)	File reports and correspondence for cotton electronic warehouse receipts.
ADP 18-3-5	First Handlers Program	File reports and correspondence for the first handlers program.
ADP 18-3-6	Cotton Warehouse System (CWS)	File reports and correspondence for CWS.
ADP 18-4	Peanut Files	File reports and correspondence about peanuts.
ADP 18-5	Wool/Mohair	File reports and correspondence about wool and mohair.
ADP 18-6	Tobacco	File reports and correspondence about tobacco.
ADP 18-7	COW-COFA	File reports and supporting documentation for COW-COFA.
ADP 18-8	Food, Feed, Seed, and Fertilizer	File correspondence and material about Food, Feed, Seed, and Fertilizer System modifications.
ADP 18-9	DTP	File correspondence and material on DTP.
ADP 18-10	Other	File correspondence and material about other automated data processing program systems that are not listed in file codes ADP 19-1 through ADP 19-9.

This table contains the subject file codes for audits and investigations files.

Use white labels for AUD file codes and subjects.

Audits and Investigations Files. Use this subject category for correspondence and related files concerning OIG audits and investigations and GAO reports to recommend policies to promote economy, efficiency, and effectiveness of Agency operations and programs, and to prevent fraud and abuse.

File Code	Subject	Type of Material
AUD	Audits and Investigations	File general correspondence and material concerning audits, information on open audits, additional comments, and followup information.
AUD 1	Reports	File correspondence concerning reports. **Examples:** Examples of reports are: • semiannual management reports • fast reports on program or administrative deficiencies.
AUD 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning audits and investigations.
AUD 3	Meetings/Training Meetings/Committees	File all material about meetings, committees, and training concerning audits and investigations.
AUD 4	Projects	File general material about audit and investigation projects. Subdivide as necessary.

File Code	Subject	Type of Material
AUD 5	Audits	File general correspondence and related papers about audits.
AUD 5-1	Audit Cases	File correspondence and related documents, including working papers concerning audits conducted by OIG. Subdivide case files by number and State.
AUD 5-2	Contract Audits	File correspondence and information on contracting audits.
AUD 5-3	Open Audits	File correspondence regarding unresolved audits.
AUD 5-4	Extensions	File correspondence about requests for extending audits.
AUD 6	Reporting OIG Contacts	File correspondence and material concerning OIG contacts with State and County Offices, Field Offices, or others.
AUD 7	Investigations	File general correspondence and material concerning investigations of alleged frauds and abuse, embezzlement, as well as any irregularities and violations of laws and regulations.
AUD 7-1	Investigative Cases	File investigative case files. Subdivide case files by region and number.
AUD 8	Conflicts of Interest	File general correspondence and material concerning conflicts of interest. Subdivide as needed.
AUD 9	Whistleblowers (Hotlines)	File any general correspondence, information, allegations of an investigative nature, notes, attachments, and working papers concerning a whistleblower's case. Subdivide as needed.
AUD 10	GAO Reports	File GAO reports by number and year.

This table contains the subject file codes for budget files.

Use white labels for all BU file codes and subjects.

Budget Files. Use this subject category for general correspondence and related papers concerning the preparation, development, review, adjustment, submission, and approval of the Agency budget.		
File Code	**Subject**	**Type of Material**
BU	Budget	File correspondence about the budget too broad to be filed under 1 of the more specific subjects in this exhibit.
BU 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
BU 1-1	Catalog of Federal Domestic Assistance	File correspondence and material relating to the updating of the CFDA.
BU 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure for implementing the budget. Include laws and regulations.
BU 3	Meetings/Training Meetings/Committees	File general material on meetings, training meetings, and committees on budget activities and functions. Subdivide as needed.
BU 3-1	Invitations and Engagements	File correspondence concerning invitations to speak at or attend conferences and engagements.
BU 4	Projects	File general material about budget projects. Subdivide as needed.
BU 5	Automation	File correspondence and material about automating the budget. Subdivide by program as needed.

File Code	Subject	Type of Material
BU 6	Budget Formulation-Agency Estimates	File general material about budget preparation. This includes work-based budgeting plans, zero-based budgeting plans, work plans, programming plans, Departmental instructions, and final transmissions to the Department.
BU 6-1	Appropriated Programs	File correspondence, documentation, workpapers, and background material concerning budget formulation for appropriated programs, including issues, assumptions, and internal instructions for Agency estimates for appropriated programs. Subdivide by program.
BU 6-2	Corporate Programs	File correspondence, documentation, workpapers, and background material concerning budget formulation for corporate programs, including issues, assumptions, internal instructions, and summary of actions to date. Subdivide by corporation, then by program or commodity.
BU 6-2-1	Credit Reform	File supporting papers for credit reform. Subdivide by Agency.
BU 6-3	Administrative Expenses	File correspondence and material about budget formulation for administrative expenses, including issues, assumptions, and internal instructions. Subdivide by Federal and County Offices.
BU 6-4	Legislative Proposals	File material on legislative proposals supporting Agency estimates, including all memoranda to and from LLS.
BU 6-5	Secretary's Review	File official presentation material for USDA Secretary and backup workpapers. Subdivide as needed.

Budget File Guide (Continued)

File Code	Subject	Type of Material
BU 7	Budget Formulation-Department Estimates	File general material about budget preparation. This includes work-based budgeting plans, zero-based budgeting plans, work plans, programming plans, Departmental instructions, and final transmissions to the Department.
BU 7-1	Appropriated Programs	File correspondence, documentation, workpapers, and background material concerning budget formulation for appropriated programs, including issues, assumptions, and internal instructions for Departmental estimates for appropriated programs. Subdivide by program.
BU 7-2	Corporate Programs	File correspondence, documentation, workpapers, and background material concerning budget formulation for corporate programs, including issues, assumptions, internal instructions, and summary of actions to date for Departmental estimates. Subdivide by corporation, then by program or commodity.
BU 7-2-1	Credit Reform	File supporting papers for credit reform. Subdivide by Agency.
BU 7-3	Administrative Expenses	File correspondence and material about budget formulation for administrative expenses, including internal instructions, issues, and assumptions. Subdivide by Federal and County Offices.
BU 7-4	OMB Review	File official presentation to OMB, briefing book, and supporting information.

File Code	Subject	Type of Material
BU 8	Budget Formulation-President's Budget	File general material about the President's budget preparation. This includes work-based budgeting plans, zero-based budgeting plans, work plans, programming plans, assumptions and backup, instructions, and final transmissions to the Department. Subdivide as needed.
BU 8-1	OMB Allowances	File OMB Circular A-11 and official allowance sheets.
BU 8-2	Loans, Payments, Realized Losses, and Outlays	File Lotus budget system workpapers and printouts.
BU 8-3	Supply/Use Data	File correspondence and material concerning supply and use data.
BU 8-4	Credit Reform	File supporting papers for credit reform. Subdivide by Agency.
BU 8-5	Interim Versions	File interim versions, galleys, and proof pages. Subdivide as needed.
BU 8-6	Amendments	File supporting documents to any amendments to the President's budget.

File Code	Subject	Type of Material
BU 9	Budget Formulation-President's Budget Updates	File general material about the President's budget updates, workpapers, estimates, and assumptions, including midyear review of administrative expenses, instructions, assumptions, backup, and summaries involving the midsession review. Subdivide as needed.
BU 9-1	Loans, Payments, Realized Losses, and Outlays	File Lotus budget system workpapers and printouts.
BU 9-2	Supply/Use Data	File correspondence and material concerning supply and use data.
BU 9-3	Credit Reform	File supporting papers for credit reform. Subdivide by Agency.
BU 9-4	Interim Versions	File interim versions, galleys, and proof pages. Subdivide as needed.
BU 9-5	Sequestration Estimates	File all material on estimates of impact of potential sequestration.

Budget File Guide (Continued)

File Code	Subject	Type of Material
BU 10	Budget Presentation and Justification	File correspondence and material concerning budget presentation and justification, including Departmental transmittal memorandum to Congress, press conference material, workpapers, and other summaries.
BU 10-1	Explanatory Notes	File instructions and final transmissions for explanatory notes and ADP explanatory notes backup material.
BU 10-2	Appropriations Hearings	File general material concerning appropriation hearings. Subdivide by House and Senate.
BU 10-2-1	Witness Books	File witness book material. Subdivide by House and Senate.
BU 10-2-2	Agency Transcript and Page Proof	File transcript and page proof of appropriations hearing. Subdivide by House and Senate.
BU 10-2-3	Agency Questions and Answers (Q&A's)	File responses to Congressperson's, Senator's, or Secretary's written questions in connection with Agency appropriations hearings. Subdivide by House, Senate, or Secretary, as needed..
BU 11	Budget Resolution	File House, Senate, conference bills, reports and summaries on budget resolutions. Subdivide as needed.
BU 12	Appropriations	File House, Senate, and conference bills and reports on budget appropriations and supplemental appropriations, as well as public laws and summaries. Subdivide as needed.

File Code	Subject	Type of Material
BU 13	Budget Execution	File correspondence about allotments, authorizations, status of funds, outlay of funds, and evaluations of programs.
BU 13-1	Shutdown Plan	File instructions and other OMB and USDA issuances, the annual update of the shutdown plan, and Agency instructions to the field.
BU 13-2	Financial Actions	File general correspondence and instructions concerning financial actions. Subdivide as needed.
BU 13-2-1	Appropriated Programs	File correspondence and material concerning appropriated programs financial actions. Subdivide as needed.
BU 13-2-2	Corporate Programs	File correspondence and material for all corporate programs financial actions. Subdivide as needed.
BU 13-2-3	Credit Reform	File correspondence and material concerning credit reform. Subdivide by Agency.
BU 13-2-4	Administrative Expenses	File correspondence and material on administrative expenses. Subdivide as needed.
BU 13-3	Reimbursements	File general correspondence and material about reimbursements. Subdivide as needed.

File Code	Subject	Type of Material
BU 13-3-1	Reimbursable Agreements and Payments	File correspondence and material concerning reimbursable agreements between FFAS Agencies and other USDA Agencies. Subdivide by Agency.
BU 13-3-1-1	National Wool Act	
BU 13-3-1-2	FEMA	
BU 13-3-1-3	GSA	
BU 13-3-1-4	FCIC	
BU 13-3-1-5	FCS/AMS	
BU 13-3-1-6	NASS	
BU 13-3-1-7	GIPSA	
BU 13-3-1-8	FAS	
BU 13-3-1-9	CSREES	
BU 13-3-1-10	Office of Secretary, Board of Contract Appeals	
BU 13-3-1-11	OIG	
BU 13-3-1-12	Department of Energy	
BU 13-3-1-13	ERS	
BU 13-3-1-14	NRCS	
BU 13-3-1-15	State Office Agreements	File State Office agreements and backup.
BU 13-3-1-16	Disbursements/Collections	File AD-672's disbursements and collections.
BU 13-3-1-17	Transfers/Adjustments	File AD-742's and backup.
BU 13-3-1-18	Other Reimbursable Agreements	File correspondence and material for all other reimbursable agreements not listed in file codes BU 13-3-1-1 through BU 13-3-1-17.
BU 13-4	Yearend Closing	File correspondence and material concerning yearend closing.

Budget File Guide (Continued)

File Code	Subject	Type of Material
BU 14	Outlays	File correspondence and material concerning budget outlays, including instructions.
BU 14-1	Reports	File reports about budget outlays. Subdivide as needed.
BU 14-2	Outlay Plans	File official outlay plan to OBPA and others. Subdivide as needed.
BU 14-3	Payments to Producers	File correspondence and material concerning payments to producers. Subdivide by year and State.
BU 14-4	Federal Assistance to States	File correspondence and background material for Federal assistance to States.
BU 14-5	History Tables	File outlay history tables and copies of outlay historical data.
BU 14-6	Federal Assistance Award Data Systems	File correspondence and material concerning the Federal assistance award data systems.
BU 15	Sequestration Implementation	File correspondence and background material concerning sequestration implementation.
BU 16	Appropriated Program Obligations	File correspondence and material concerning obligations for appropriated programs. Subdivide as necessary.

Budget File Guide (Continued)

File Code	Subject	Type of Material
BU 17	S&E Expenditures/ Obligations	File instructions and general documentation for expenditures and obligations, including reports.
BU 17-1	Federal Offices	File monthly obligation reports and backup for administrative expenses for Federal offices.
BU 17-2	County Offices	File monthly obligation reports and backup for administrative expenses for County Offices.
BU 17-2-1	Election/Meeting Costs	File County Office election and meeting cost correspondence, material, and backup information.
BU 17-2-2	Check Limitation Analysis	File County Office check limitation analysis correspondence, material, and backup information.
BU 17-2-3	3-Year Administrative Costs	File County Office 3-year administrative cost tables and backup information.
BU 18	Treasury Statements	File trial balances, TFS-2180's, and monthly Treasury statements. Subdivide as needed.
BU 19	Financial Management Reports	File general correspondence and miscellaneous monthly financial management reports. Subdivide by report title.
BU 20	Interest Data	File correspondence and notices concerning interest rates.
BU 20-1	Treasury Receipt Account	File correspondence and material concerning estimates for Account 201401.

File Code	Subject	Type of Material
BU 21	CCC Borrowing Authority	File correspondence and material concerning borrowing authority analyses.
BU 22	Green Book Costs	File correspondence and material concerning green book documentation.
BU 23	Allocations	File general correspondence, instructions, and background material concerning administrative expenses allocations. Subdivide by Federal and County Office.
BU 24	Staff Year and Employment	File official documentation, instructions, and general correspondence concerning staff years and employment.
BU 24-1	Federal Offices	File supporting papers for Federal office staff years and employment.
BU 24-2	County Offices	File supporting papers for County Office staff years and employment.
BU 24-2-1	Reclassification	File correspondence and background material concerning County Office reclassification.
BU 25	CCC Equipment	File correspondence and material concerning expenses for County Office equipment.
BU 25-1	Reports	File reports and background material concerning CCC equipment.
BU 25-2	Allocations	File correspondence and material concerning CCC equipment allocations.
BU 26	Loan Activity	File correspondence and material about CCC loan activities.

Budget File Guide (Continued)

File Code	Subject	Type of Material
BU 27	CCC Programs	File correspondence and material about CCC programs. Subdivide by program.
BU 27-1	Disaster Reserve	
BU 27-2	EFP	
BU 27-3	Indian Acute Distress Donations	
BU 27-4	Grain Reserve Programs	
BU 27-5	Storage Facility Loans	
BU 27-6	Milk Diversion Program	
BU 27-7	Payment-In-Kind	
BU 27-8	DTP	
BU 27-9	Ethanol Program	
BU 27-10	Grain Co-op Loan Program	
BU 27-11	Deficiency Payments	
BU 27-12	Compliance	
BU 27-13	Set Aside	
BU 27-14	CRP Annual Program	
BU 27-15	Environmental Quality Incentives Program (EQIP)	
BU 27-16	WRP	
BU 27-17	Other CCC Conservation Programs	
BU 27-18	Production Flexibility Contract Payments	

Budget File Guide (Continued)

File Code	Subject	Type of Material
BU 28	Pub. L. 480 Budget	File general correspondence and material concerning Pub. L. 480 budget.
BU 28-1	Pub.L. 480 Programs	File correspondence and material about Pub. L. 480 programs.
BU 28-2	GSM Programs	File general correspondence and material about GSM programs.
BU 28-3	Export Payment Programs	File correspondence and material about the Export Payment Programs.
BU 29	CCC Commodity History Files	File correspondence and material about CCC commodity history. Subdivide by category.
BU 29-1	Barley	
BU 29-2	Corn	
BU 29-3	Cotton	
BU 29-4	Dairy	
BU 29-5	Feed Grains	
BU 29-6	Flaxseed	
BU 29-7	Honey	
BU 29-8	Oats	
BU 29-9	Peanuts	
BU 29-10	Potatoes	
BU 29-11	Rice	
BU 29-12	Rye	
BU 29-13	Sorghum	
BU 29-14	Soybeans	
BU 29-15	Sugar	

File Code	Subject	Type of Material
BU 29-16	Sunflowers	File correspondence and material about CCC commodity history. Subdivide by category.
BU 29-17	Tobacco	
BU 29-18	Tung Nuts	
BU 29-19	Wheat	
BU 29-20	Wool	
BU 30	Appropriated Program Budget Activity	File correspondence and material about the appropriated program budget.
BU 30-1	Analysis of Account	File correspondence and material about the appropriated program account.
BU 30-2	Voucher and Schedule of Withdrawals and Credits (SF-1081's)	File correspondence and material about SF-1081's.
BU 31	Appropriated Programs History Files	File correspondence and material concerning the history of appropriated programs. Subdivide by program category.
BU 31-1	ACP	
BU 31-2	TAP	
BU 31-3	Forage Assistance Program	
BU 31-4	CRP	
BU 31-5	Appalachian Program	
BU 31-6	Dairy and Beekeeper Indemnity Program	

File Code	Subject	Type of Material
BU 31-7	CRES	File correspondence and material concerning the history of appropriated programs. Subdivide by category. (Continued0
BU 31-8	ECP	
BU 31-9	Great Plains Conservation Program	
BU 31-10	RCWP	
BU 31-11	EFAP	
BU 31-12	DIPP	
BU 31-13	Farm Loan Programs	File correspondence and material about the history of Farm Loan Programs. Subdivide as needed.
BU 32	Credit Reform History Files	File correspondence and material concerning the history of credit reform. Subdivide as needed.

This table contains the subject file codes for civil rights files.

Use white labels for all CR file codes and subjects.

Civil Rights Files. Use this subject category for general correspondence and related papers concerning program delivery; under Title VI of the Civil Rights Act of 1964, as amended, related laws and 7 CFR 15..

File Code	Subject	Type of Material
CR	Civil Rights	File general correspondence concerning civil rights too broad to be filed under 1 of the more specific categories in this exhibit.
CR 1	Reports	File general material concerning civil rights reports too broad to be filed under 1 of the more specific categories in this exhibit.
CR 2	Policy and Procedure	File material concerning civil rights policies and procedure issued by the Department of Justice, Office of Civil Rights, and Department of Agriculture.
CR 3	Meetings/Training Meetings/Committees	File material concerning meetings, training, and committees on civil rights.
CR 4	Projects	File material on civil rights projects conducted by CR&SBUS.
CR 5	Program Discrimination Complaint Cases	File official discrimination complaint case files. Include related correspondence, reports, copies of decisions, and records of hearings and meetings. Subdivide by complainant's name.

File Code	Subject	Type of Material
CR 6	Compliance	File general material concerning reviews, background papers, and correspondence which relate to contractor employment practices.
CR 6-1	Management Evaluations and Reports of Onsite Reviews	File evaluations and reports of onsite reviews. Subdivide by State.
CR 6-2	Framework for Change	File general material concerning compliance framework for change.
CR 7	Civil Rights Implementation Plan	File general material concerning civil rights implementation plans.
CR 8	Training	File material concerning training conducted by CR&SBUS. Includes reports received from Agency Offices.

Equal Employment Opportunity File Guide

This table contains the subject file codes for EEO files.

Use white labels for all EEO file codes and subjects.

EEO Files. Use this subject category for material on all phases of EEO under Title VII of the Civil Rights Act of 1964, as amended.		
File Code	**Subject**	**Type of Material**
EEO	EEO	File general correspondence concerning EEO too broad to be filed under 1 of the more specific categories in this exhibit.
EEO 1	Reports	File general material concerning EEO reports too broad to be filed under 1 of the more specific categories in this exhibit.
EEO 1-2	Statistical Reports	File statistical reports concerning EEO, including racial reporting systems, and other reports.
EEO 2	Policy and Procedure	File material concerning EEO policies and procedures.
EEO 3	Meetings/Training Meetings/Committees	File material concerning meetings, training, and committees on EEO.
EEO 3-1	EEO Advisory Committee	File correspondence concerning the EEO Advisory Committee.
EEO 4	Projects	File material on special EEO projects conducted by CR&SBUS.

Equal Employment Opportunity File Guide (Continued)

File Code	Subject	Type of Material
EEO 5	Affirmative Employment Program	File general material concerning Agency and State actions or plans to correct inequities.
EEO 5-1	Affirmative Employment Program Reports	File semiannual reports and supporting documentations. Subdivide by Agency and State.
EEO 5-2	Federal Equal Opportunity Recruitment Program	File correspondence and general material concerning the Federal Equal Opportunity Recruitment Program.
EEO 5-3	Framework for Change	File general material concerning workforce diversity and program delivery.
EEO 6	EEO Discrimination Complaint Cases	File case files containing EEO discrimination complaints with related correspondence, reports, copies of decisions, records of hearings and meetings, and so forth. Subdivide by employee name.
EEO 6-1	Independent Reviewers	File material about appointment, selection, and tenure of independent reviewers.
EEO 6-2	EEO Counselors	File correspondence about collateral duty EEO counselor positions and other material about counselors and mediators.
EEO 7	Compliance	File general material concerning reviews, background papers, and correspondence that concern contractor employment practices. Subdivide as necessary.
EEO 7-1	Management Evaluations and Reports of Onsite Reviews	File evaluations and reports of onsite reviews.

File Code	Subject	Type of Material
EEO 8	Special Emphasis Programs	File material concerning special emphasis programs that cannot be filed in 1 of the more specific categories under file codes EEO 8-1 through EEO 8-6.
EEO 8-1	Black Emphasis Programs	File material concerning Black emphasis programs. Subdivide by title of program. **Example:** Historically Black colleges and universities.
EEO 8-2	American Indian	File general material concerning American Indians.
EEO 8-3	Hispanic Employment Program	File material concerning the Hispanic Employment Program.
EEO 8-4	Federal Women's Programs	File general material concerning the Federal Women's Programs.
EEO 8-5	Asian American and Pacific Islander Program	File general material concerning the Asian American and Pacific Islander Program.
EEO 8-6	Persons With Disabilities Program	File material on handicapped, disabled, and hearing impaired employees' programs.
EEO 9	Training	File general material concerning EEO training conducted by CR&SBUS.
EEO 10	Sexual Harassment	File general correspondence and material about sexual harassment in the workplace.

This table contains the subject file codes for financial management files.

Use white labels for all FM file codes and subjects.

Financial Management Files. Use this subject category for correspondence and related papers concerning disbursement and collection activities, financial accounting and reporting, and the maintenance, control, and accountability of FFAS and CCC finances.

File Code	Subject	Type of Material
FM	Financial Management	File general information concerning general policies and procedures too broad to be filed under 1 of the more specific subjects in this exhibit.
FM 1	Reports and Statistical Summaries	File reports too broad to be filed under 1 of the more specific subjects in this exhibit. Subdivide as needed.
FM 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning financial management too broad to be filed under 1 of the more specific subjects in this exhibit.
FM 3	Meetings/Training Meetings/Committees	File correspondence and material concerning meetings, training meetings, and committees about financial management activities. Subdivide as needed.
FM 4	Projects/Project Reporter	File background material about financial management projects. Subdivide by project.
FM 5	Automation	File correspondence and material about automating financial management too broad to be filed under 1 of the more specific subjects in this exhibit.

File Code	Subject	Type of Material
FM 6	Financial Management, Policy, Planning, and Coordination	File general correspondence and material concerning planning and coordinating financial and accounting activities, including developing, recommending, and conducting policy and planning activities, claims policies and standards, project planning and tracking, program management, and administrative functions within the Controller's office. Subdivide as needed.
FM 6-1	Studies/Reviews	File correspondence and material concerning initiating, directing, and conducting studies and reviews to evaluate existing systems, organizational structure, workflow, and alternative methods. File recommendations based on surveys or analyses leading to new organizational structure or improved operations under the Controller's office. Subdivide as needed.
FM 6-2	Tracking Systems	File correspondence and material concerning the tracking systems established to track project plans and activities of the Controller's office.
FM 6-3	Imprest Funds	File correspondence and material concerning policies and procedures governing use of the imprest fund, processing claims through the Department Consolidated Imprest Fund, and oversight of State and Field Offices' imprest funds.

Financial Management File Guide (Continued)

File Code	Subject	Type of Material
FM 7	Receipts and Disbursements	File general correspondence and material concerning the receipts and disbursements function.
FM 7-1	Receipts	File correspondence, material, and reports documenting receipts, including billings, fees, deposit tickets, schedule of collections, and SF-1151's borrowings. Subdivide as needed.
FM 7-2	Disbursements	File correspondence, material, and reports verifying disbursement transactions, including SF-1081's, debit vouchers, SF-1151's repayments, SF-1166's, check stubs, and disbursement register. Subdivide as needed.
FM 7-3	Receipts and Disbursements Case Files	File deposit tickets, debit vouchers, SF-1166's, check stubs, and all background material. Subdivide as needed.
FM 8	Cash Statements	File daily statements of cash receipts and disbursements available to accounts.
FM 8-1	Statements of Accountability	File cash statement reports of available balances and SF-1219's, SF-1220's, and SF-224's showing all receipts and disbursements for the month. Subdivide as needed.
FM 9	Prompt Pay	File miscellaneous CCC payment invoices, correspondence, background material, and reports for contractor or vendor services. Subdivide by name of contractor or vendor.
FM 10	Debt Management Program	File general correspondence and material about the management of debts owed to the Government. This includes analyzing the status of Government receivables in terms of delinquencies, age of delinquencies, writeoffs, expected future losses, and policy and procedure for these.
FM 10-1	Reports	File reports about all activities for debt management. Subdivide as needed.

File Code	Subject	Type of Material
FM 11	Claims Administration	File general correspondence and supporting material about policy and procedure for administering the settlement of claims by, and against, FFAS Agencies and CCC. Subdivide by type of claim, as needed.
FM 11-1	Claims Case Files	File all other claims case files not contained in this exhibit, including incoming and outgoing case files and any backup material. Subdivide by type of claim, name, and number.
FM 11-1-1	IRS Tax Refund Offset Case Files	File correspondence and material concerning IRS tax refund offset program case files and background material. Subdivide by name and number.
FM 11-1-2	KCMO Claims Activity Case Files	File correspondence and material concerning KCMO claims activity case files and all background material. Subdivide by program.
FM 11-1-3	KCCO Claims Activity Case Files	File correspondence and material concerning KCCO claims case files. Subdivide by program.
FM 11-1-4	Federal Salary Offset Case Files	File correspondence and background material concerning Federal Salary Offset Program case files. Subdivide by name.
FM 11-1-5	ACS	File information about ACS.

File Code	Subject	Type of Material
FM 12	Financial Systems and Services Management	File general correspondence and material concerning financial and accounting systems and services provided to support all programs administered or supported by FFAS or CCC.
FM 12-1	Policy and Procedure	File material documenting financial and accounting policy and procedure for FFAS and CCC financial systems and services.
FM 12-2	Committees/Task Forces/Boards	File correspondence and material concerning various Agency and interagency task forces assisting in corrections, development of new processes, improvement of current financial or programs systems, or automation of a manual process.
FM 12-3	Cash Management	File correspondence and material concerning the effective management of the Government's cash, including cash advances, cash held outside the cash account of the U.S. Treasury, activity summaries, and reports.
FM 12-3-1	Collections	File correspondence and material concerning billings, collections, receipts, fees, schedules, and reschedulings.
FM 12-3-1-1	Concentration Banking	File correspondence concerning concentration banking and local depositary contracting.
FM 12-3-1-2	Lockboxes	File correspondence and material concerning lockboxes.
FM 12-3-1-3	Wire Transfers	File correspondence and material about wire transfer collection activity.
FM 12-3-1-4	Dishonored Checks	File correspondence and material concerning the processing and handling of dishonored checks.

File Code	Subject	Type of Material
FM 12-3-2	Disbursements	File general correspondence and material concerning fund disbursements and copies of SF-1166's for purchased goods and services, contracts, and so forth.
FM 12-3-2-1	Checks	File correspondence about CCC-184's and other checks, including issued, stolen, misplaced, mutilated, or destroyed. Subdivide by date.
FM 12-3-2-2	Electronic Fund Transfers (EFT)	File general correspondence and material about EFT's.
FM-12-3-2-3	Certifying Officer Services	File correspondence and material concerning certifying officer services for CCC National Office disbursement activity.
FM 12-3-3	FRB Files	File correspondence and material concerning FRB's.
FM 12-3-4	County Office Payroll/Administrative Expenses	File correspondence and material about County Office payroll and administrative expenses.
FM 12-4	Agreements	File general correspondence and background material concerning accounting agreements with foreign countries.
FM 12-5	Letters of Credit/ Commitment	File material and correspondence concerning letters of credit. Subdivide as needed.
FM 12-6	Surveys/Examinations	File correspondence and material documenting surveys and examinations of the FFAS accounting systems, methods, and procedures that are followed in FFAS and followed by agents financed with FFAS and CCC funds.

Financial Management File Guide (Continued)

File Code	Subject	Type of Material
FM 12-7	Chart of Accounts	File current chart of accounts necessary to control funds, assets, liabilities, and operations of FFAS and CCC.
FM 12-8	Accounting and Reporting Systems Development Case Files	File documentation of all systems activities for disbursement and collections processes for the National Office, including coordination and oversight of development of user requirements for domestic activity, and systems installation and operations. Subdivide by system name.
FM 13	Financial Analysis and Reports	File correspondence and material concerning all aspects of formulating, developing, and establishing policy and recommendations for accounting, reports, and analysis for FFAS and CCC.
FM 13-1	Reports	File reports concerning FFAS and CCC's financial accounting reports, including U.S. Treasury, yearend, closings, deposits, President's, financial conditions, and financial statements reports. Subdivide by Agency, then by report number or report title.
FM 13-2	Policy and Procedure	File correspondence and material concerning policy and operating procedure covering the preparation and submission of various FFAS and CCC financial reports, including material detailing GAO, U.S. Treasury, Department, legislative, and OMB requirements.
FM 13-3	Committees/Task Forces/Boards	File correspondence and material concerning committees, task forces, and boards about FFAS and CCC financial accounting and analysis activities. Subdivide by committee, task force, or board.
FM 13-4	Surveys/Studies	File correspondence and material concerning surveys and studies into reported or suspected instances of failure to properly perform accounting functions and recommendations for corrective actions.

Financial Management File Guide (Continued)

File Code	Subject	Type of Material
FM 13-5	Accounting Systems	File correspondence and material concerning financial accounting systems. Subdivide by name of system.
FM 13-5-1	Accounting Codes and Symbols	File correspondence and other material concerning code numbers used in the accounting system.
FM 13-6	Accounting Documentation	File correspondence and material concerning FFAS and CCC accounting documentation. Subdivide as needed.
FM 13-7	Agreements	File financial agreements case files.
FM 13-8	Journal Vouchers	File journal vouchers by journal voucher number.
FM 13-9	Program Working Files	File background material for CCC and FFAS program files. Subdivide by Agency and program.
FM 14	Foreign Programs Accounting	File correspondence and material concerning foreign programs accounting. Subdivide as needed.
FM 14-1	Reports	File reports for foreign programs accounting, including Commerce reports, U.S. Treasury, Foreign Currency, Statements of Arrearages, Analysis of Cost of Financing, FRB Disbursements, and Log of Suppliers' Invoices.

Financial Management File Guide (Continued)

File Code	Subject	Type of Material
FM 14-2	Foreign Programs	File correspondence and material concerning foreign programs, including Pub. L. 480, Titles I, II, and III; Export Enhancement Program; Export Credit Sales; and Export Credit Guarantee Program. Subdivide as needed.
FM 14-2-1	P.L. 480	File correspondence and informational material on Pub. L. 480, Titles I, II, and III programs. Subdivide as needed.
FM 14-2-2	Export Enhancement program	File correspondence and material concerning the Export Enhancement Program. Do not file case files under this file code.
FM 14-2-3	Export Credit Sales Case Files	File material concerning the Export Credit Sales Program. Do not file case files of financing documents, collections, cancellation letters, and expirations under this file code.
FM 14-2-4	Export Credit Guarantee Program	File correspondence and material concerning the Export Credit Guarantee Program. Do not use for case files of financing documents.
FM 14-3	Foreign Agreements and Purchase Authorizations Case Files	File agreements, amendments, and material, including letter of commitment, purchase authorization for ocean freight differential, and commodities disbursement. Subdivide as needed.

Financial Management File Guide (Continued)

File Code	Subject	Type of Material
FM 14-4	Debt Rescheduling Agreements	File correspondence and material concerning rescheduling of debts within other agencies, State Department, and U.S. Treasury, including repayment schedules and collection arrangements for Pub. L. 480 and GSM reschedulings. Subdivide by program and country.
FM 14-4-1	Requests for Debt Data	File correspondence, reports, and material requesting data on debts owed.
FM 14-4-2	Paris Club	File correspondence and material concerning Paris Club and rescheduling negotiations with the State Department.
FM 14-5	Foreign Banks/Financial Institutions	File material about banks and financial institutions approved for participation in CCC export programs and credit limits established for these. Subdivide by country and bank.
FM 14-5-1	Payment Allocations	File background material concerning limits for FAS to use in allocation process.
FM 14-5-2	Notices of Nonpayment	File daily correspondence and reports concerning nonpayments received from banks or exporters.
FM 14-5-3	Notice of Default	File correspondence and material concerning default status for notices of nonpayments reports.
FM 14-6	Allowances for Loss	File correspondence and material concerning allowances for loss and risk analysis data. Subdivide by country.

File Code	Subject	Type of Material
FM 15	International Accounting Operations	File general correspondence and material concerning international accounting operations, including fiscal operations and reimbursable operations.
FM 15-1	Funds Control	File correspondence, reports, and background material concerning funds control for FAS appropriations, reimbursable activities, and trust funds.
FM 15-2	Reimbursable Projects	File correspondence and material about reimbursable projects, including costs analyses and charges. Subdivide by project title.
FM 15-3	NFC	File correspondence and material about liaison with NFC concerning financial policies, systems, reporting, and operations.
FM 15-4	State Department	File background material concerning liaison activities with the State Department and coordination of the flow of FAS financial data through the State Department's financial centers to FAS and NFC.
FM 15-5	USAID	File correspondence and reports liaison activities and coordination of the flow of cash and financial information between FAS, ICD, and USAID.
FM 15-6	International Organizations	File correspondence and material concerning liaison activities to assist FAS, ICD, and sponsors of reimbursable projects with funding for the project or projects and transfer of funds arrangements.
FM 15-7	Other USDA Agencies	File correspondence and material about liaison activities with other USDA agencies. Subdivide as needed.
FM 15-8	Other Government Agencies	File correspondence and material about liaison activities with other Government agencies. Subdivide as needed.

Financial Management File Guide (Continued)

File Code	Subject	Type of Material
FM 15-9	ICD Programs	File general correspondence and material concerning internal control activities for ICD Programs, payments to participants, third-party drafts, and financial assistance. Subdivide as needed.
FM 15-9-1	Cochran Fellowship	File correspondence and material concerning the Cochran Fellowship Program.
FM 15-9-2	Visiting Scientists Program	File correspondence and material concerning the Visiting Scientists Program.
FM 15-9-3	Spanish Professional Development Program	File correspondence and material about the Spanish Professional Development Program.
FM 15-9-4	Development Resource Programs	File correspondence and material concerning Development Resource Programs. Subdivide as needed.
FM 15-9-5	Other ICD Programs	File background material concerning all other ICD Programs not listed in file codes FM 15-9 through FM 15-9-4. Subdivide as needed.

This table contains the subject file codes for internal control files.

Use white labels for all IC file codes and subjects.

<table>
<tr><td colspan="3">Internal Control Files. Use this subject category for correspondence and material concerning the plans of organizations and all the coordinated methods and measures of the Agency that are designed to safeguard assets; check the accuracy and reliability of program, administrative, and accounting data; promote operational effectiveness, efficiency, and economy; and encourage adherence to prescribed managerial policies.</td></tr>
<tr><td>File Code</td><td>Subject</td><td>Type of Material</td></tr>
<tr><td>IC</td><td>Management Controls</td><td>File correspondence and material concerning internal controls that are designed to safeguard assets; check the accuracy and reliability of program, administrative, and accounting data; promote operational effectiveness, efficiency, and economy; and encourage adherence to prescribed managerial policies.</td></tr>
<tr><td>IC 1</td><td>Reports</td><td>File general reports too broad to fit under 1 of the more specific subjects in this exhibit. Subdivide as needed.</td></tr>
<tr><td>IC 2</td><td>Policy and Procedure</td><td>File background material that documents the important aspects of Agency and Departmental policy and procedure concerning internal controls.</td></tr>
<tr><td>IC 3</td><td>Meetings/ Training Meetings/ Committees</td><td>File correspondence and material concerning meetings, training meetings, and committees on internal controls activities. Subdivide as needed.</td></tr>
<tr><td>IC 4</td><td>Projects</td><td>File correspondence and material concerning internal controls projects.</td></tr>
</table>

File Code	Subject	Type of Material
IC 5	Managers' Program Performance Assessments	File limited or detailed examination reports of a program or administrative activity to determine effectiveness and efficiency. Subdivide as needed.
IC 5-2	Risk Assessments	File correspondence, examinations, and reports documenting potential risks for waste, loss, or abuse. Subdivide by office name.
IC 5-3	Corrective Actions	File reports and correspondence concerning actions taken to correct deficiencies identified in program, administrative, and accounting activities.

This table contains the subject file codes for informational services files.

Use white labels for all INF file codes and subjects.

Information Services Files. Use this subject category for general correspondence and related documents concerning the informational services performed, including responses to public inquiries.		
File Code	**Subject**	**Type of Material**
INF	Information Services	File general correspondence and material concerning planned dissemination of information on Agency operations, liaisons with news media, and the use of communication techniques supporting Agency programs. Also file all acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for response.
INF 1	Reports	File reports for all subjects included under the information services management category.
INF 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure concerning information services. Includes laws and regulations.
INF 3	Meetings/Training Meetings/ Committees	File general material concerning information services meetings, training, and committees. Subdivide as needed.
INF 3-1	Invitations and Engagements	File correspondence concerning invitations to speak at or attend conferences and engagements.
INF 4	Projects	File material about information services projects, including clearance copies.

Information Services File Guide (Continued)

File Code	Subject	Type of Material
INF 5	Automation	File correspondence and material concerning automation of information services.
INF 6	Briefing Material	File briefing material, including those concerning Farm Bills. Subdivide as needed.
INF 7	Public Relations	File material concerning maintaining relations or improving the Agency's public image.
INF 8	Inquiries	File requests for information, publications, and printed material from the general public and replies thereto, involving no administrative action, no policy decisions, and no special compilation or research for reply.
INF 9	Press/Radio/ Television Releases	File Agency-sponsored radio or television news releases prepared or issued by the Agency. Include the clearances.
INF 10	Audiovisual	File maps, charts, posters, motion pictures, recordings, photographs, and slides. Also file promotional aids and publication material.
INF 11	Publications	File publications describing the history, overall administration, and general policies of major Agency programs, routine operational procedures, brochures, public information handouts, annual reports, articles, biographies, newsletters, press releases, fact sheets, and similar publications.
INF 12	Speeches	File speeches, clearances, and final copies of speeches containing policy statements made by the Administrator, Associate Administrator, Deputy Administrators, or Division Directors.

Information Services File Guide (Continued)

File Code	Subject	Type of Material
INF 13	Privacy Act Requests	File general correspondence about requests and responses to the public for information under the Privacy Act.
INF 13-1	Privacy Act Reports	File reports compiled from requests and responses for information under the Privacy Act.
INF 14	FOIA Requests	File general material about requests for information under FOIA, original request, copy of the reply, and all supporting files for approved FOIA requests.
INF 14-1	FOIA Denials	File for the current year.
INF 14-2	FOIA Request Logs	File for the current year for National Offices.
INF 14-3	FOIA Appeal Determinations	File copies of FOIA appeal determinations.
INF 14-4	FOIA Reports	File reports compiled from requests and responses for information under FOIA.

This table contains the subject file codes for international services files.

Use white labels for all IS file codes and subjects.

International Services. Use for material of a general nature which concerns international services, including international travel services for all USDA, international communications services, overseas support operations, and other services to support foreign service officers serving overseas posts.		
File Code	**Subject**	**Type of Material**
IS	International Services	File general material about international services too broad to be filed under 1 of the more specific subjects in this exhibit.
IS 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
IS 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure. Includes laws and regulations.
IS 3	Meetings/ Training/ Committees	File general material concerning meetings, training, and committee activities.
IS 4	Projects	File general material about international services projects.
IS 5	Automation	File correspondence and material about automation of international services.

File Code	Subject	Type of Material
IS 6	International Communications	File general correspondence and material about communications services provided to foreign service officers, secretaries, and others stationed overseas.
IS 6-1	Mail Service	File correspondence, material, and reports about mail service provided to overseas posts by Army Post Office and pouch.
IS 6-2	Cables	File cables and any background material sent and received from overseas.
IS 6-2-1	State Department Telegrams	File copies of State Department cables printed from the INCA (International Cable System). Subdivide by post and by cable number.
IS 6-2-2	FASTOS/TOFAS	File all official cables from FAS to the field and from the field to FAS. Subdivide by FASTO and TOFAS and by cable number.

File Code	Subject	Type of Material	
IS 7	Overseas Support Services	File general correspondence and material about providing support services to foreign service officers serving in overseas posts.	
IS 7-1	Foreign Service Officer Case Files	File correspondence and background material about officers serving in overseas posts, including the following subdivided categories.	
		Subdivided Category	**Type of Material**
		current assignment	Include predeparture information, allowance worksheet, training schedule, and faxes and cables of correspondence to employees.
		personal data	
		travel authorization	Include travel authorization and travel authorizations for assignments, education, rest and recuperation, home leave, and travel vouchers.
		purchase orders	Include copies for history, shipment of housing and household effects (HHE), vehicles, and Government bill of lading (GBL) copies.
		HHE	Include copies for history, storage of HHE, GBL copies, and copies of storage inventory, until removed from storage.
		Subdivide file by name of Foreign Service Officer or secretary.	

File Code	Subject	Type of Material	
IS 7-2	Post Detail Case Files	File correspondence and material about obtaining services for foreign service officers serving in a particular post or country, including the following subdivided categories.	
		Subdivided Category	**Type of Material**
		housing or residence	Include information about lease or rental agreement, furniture, equipment, security, floor plans and pictures, and office facility correspondence and information.
		office or offices	Include information about lease memorandum of agreements, background correspondence, furniture and equipment, security material, and office facility floor plans and pictures.
		contracts	Include contracts, correspondence, and background material supporting all office operations.
		File folders in alphabetical order by post.	

File Code	Subject	Type of Material
IS 7-2-1	Post Information Files	File post informational correspondence and material, reports, embassy welcome kits, maps of country or city, and background material concerning a specific post or country. Subdivide by post.
IS 7-2-2	Post Communications	File general correspondence, cables, and any background material.
IS 7-2-3	Housing/Housing Boards	File general correspondence and material about post housing, housing policy, and housing boards. Subdivide as needed.
IS 7-2-4	Inventory	File general correspondence and material about FAS-owned personal property on various posts.
IS 7-2-5	Security	File general correspondence and material about post security, security issues, and security guard services.

This table contains the subject file codes for legislative and legal files.

Use white labels for all LE file codes and subjects.

Legislative and Legal Files. Use this subject category for material dealing with legislation of interest to the Agency; cooperative agreements with other agencies, States, countries, or other parties; legal opinions and determinations made according to legislation; relations with Congress and its committees and Congressional hearings and investigations concerning Agency activities, exclusive of hearings on Agency budget; developing and preparing regulations and dockets; and similar subjects of a legal nature.

File Code	Subject	Type of Material
LE	Legislative and Legal	File general material about legislative and legal matters too broad to be filed under 1 of the more specific subjects in this exhibit.
LE 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
LE 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure concerning legislative and legal matters.
LE 3	Meetings/Training Meetings/Committees	File material and correspondence concerning meetings, training, and committees on legislative and legal matters.
LE 3-1	Invitations and Engagements	File correspondence concerning invitations to speak at or attend conferences and engagements.
LE 4	Projects	File material concerning legislative and legal projects.

File Code	Subject	Type of Material
LE 5	Cooperation	File general correspondence concerning cooperative inter-Agency and intra-Agency relations, including transactions with foreign countries.
LE 5-1	Memorandums of Understanding	File memorandums of understanding and cooperative agreements reflecting cooperation with other Federal agencies, foreign governments, and private companies. Subdivide by agreement title.
LE 5-2	Federal-State Relations	File cooperative agreements, amendments, and memorandums of understanding concerning programs conducted in cooperation with State governments.
LE 6	Laws and Regulations	File general material on laws and regulations, including copies of: • official commentary provided by the office regarding laws, regulations, dockets, and so forth, that are developed by other organizations • development of proposed laws and regulations, and revisions thereto, not relating to specific Agency programs • final enacted law or promulgated regulations, as applicable • laws and regulations concerning Agency programs.
LE 7	Hearings	File case files of hearings and material concerning quasi-judicial proceedings involving testimony and arguments that are concerned with proposed or existing legislation, Executive orders, Agency regulations, rules, and so forth.

File Code	Subject	Type of Material
LE 8	Dockets	File documents submitted to the CCC Board proposing or recommending that a program or policy be established or changed. Subdivide by docket number. **Note:** ACOS maintains the official record copy of dockets.
LE 9	Regulatory Review	File general material concerning regulatory reviews and clearance.
LE 9-1	Federal Register	File correspondence and material about publishing FR documents.
LE 9-2	FR Notice and Rulemaking Cases	File documents that were submitted for publication in FR, including the official signed copy of the document for publication, the Agency clearance sheet that was used to route the document through clearance, the OMB clearance record, any background material used to justify the need for the document, and public comments. **Note:** The Regulatory Review Staff maintains the official record copy of these case files.
LE 9-3	Comments	File comments concerning FR articles that are received and retained by program divisions.
LE 9-4	Information Collections	File correspondence and material concerning documents that were used to collect information on cost of public use forms and reports. Subdivide by OMB number.
LE 10	Decision Schedules/ Memorandums/ Policy Papers	File decision memorandums, schedules, calendars, and policy papers that were submitted to the Secretary, Administrator, or Deputy Administrators for review, comment, or approval.

File Code	Subject	Type of Material
LE 11	Legal Opinions, Decisions, and Interpretations	File legal opinions and decisions on laws, regulations, and Executive orders. If necessary, case file by source; such as Attorney General, General Counsel, and Comptroller General decisions.
LE 12	Litigation	File correspondence and material concerning litigation involving CCC and FSA.
LE 12-1	FSA	File correspondence and material concerning litigations involving the Agency or CCC. Subdivide as shown.
LE 12-2	CCC	
Reserved		
LE 13	Congressional Correspondence	File correspondence to or from Members of Congress involving statements of policy, explanations of policy decisions, and constituent's concerns. Subdivide by the Congressperson's name.

Mail Management File Guide

This table contains the subject file codes for mail management files.

Use white labels for all file codes and subjects.

Mail Management Files. Use this category for correspondence and related material concerning the management of mail.		
File Code	**Subject**	**Type of Material**
MA	Mail Management	File general material concerning the management of mail.
MA 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
MA 2	Policy and Procedure	File background material that documents the important aspects of Agency, Departmental, USPS, or GSA policy and procedure. Include laws and regulations.
MA 3	Meetings and Committees	File general material concerning meetings and committees on mail management activities.
MA 4	Projects	File general material about mail management projects.
MA 5	Receipted and Routed Mail	File general correspondence and material about receiving and routing incoming and outgoing mail handled by the USDA mail.
MA 5-1	Registered	File records concerning incoming or outgoing mail, volumes reported, return receipts, and/or applications to register, insure, and certify mail delivered by USPS. Subdivide as shown.
MA 5-2	Certified	
MA 5-3	Insured	
MA 5-4	Special Delivery	
MA 6	Mailing Lists	File general material concerning additions and deletions to mailing lists.
MA 7	Messenger Service	File correspondence and material about messenger services to transport letters, small packages, or supplies. Subdivide as needed.

This table contains the subject file codes for official Agency meeting and conference management files.

Use white labels for all MCM file codes and subjects.

Meeting and Conference Management Files. Use this subject category for general material and correspondence concerning all aspects of arranging official Agency meetings and conferences.		
File Code	**Subject**	**Type of Material**
MCM	Meeting and Conference Management	File general material and correspondence concerning arranging Agency meetings and conferences.
MCM 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
MCM 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure. Include laws and regulations.
MCM 3	Meetings and Committees	File general material concerning meeting and conference management activities.
MCM 4	Projects	File general material about meeting and conference management projects.

Meeting and Conference Management File Guide (Continued)

File Code	Subject	Type of Material
MCM 5	Meeting and Conference Management Cases	File all information and correspondence concerning meeting and conference management including: • contracts and other papers concerning negotiations with hotels • site locations • notification letters • list of attendees. Subdivide by name of meeting or conference and date.
MCM 6	Social Functions	File general material concerning official luncheons, banquets, and special events for FFAS. Subdivide by Agency.
MCM 7	Support Services	File material used in making arrangements for hotel accommodations, audio visual services, printing and reproduction services, and shipment of meeting material.

This table contains the subject file codes for management improvement files.

Use white labels for all MGI file codes and subjects.

Management Improvement Files. Use this subject category for material concerning the evaluation and constant effort to improve the effectiveness of approved programs and the efficiency of their operations.		
File Code	**Subject**	**Type of Material**
MGI	Management Improvement	File general material too broad to be filed under 1 of the more specific categories in this exhibit.
MGI 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
MGI 2	Policy and Procedure	File background material that documents the important aspects of the Agency and Departmental policy and procedure concerning management improvement.
MGI 3	Meetings/Training Meetings/Committees	File material and correspondence concerning meetings, training, and committees about management improvement.
MGI 4	Projects	File material and correspondence concerning projects on management improvement.
MGI 5	Automation	File material and correspondence concerning automation of management improvement activities.

Management Improvement File Guide (Continued)

File Code	Subject	Type of Material
MGI 6	Operation Costs	File records of current operating costs and relationship of costs to function and performance.
MGI 7	Management Policies and Procedures	File records concerning the policies and procedures developed by management to carry out the requirements of programs.
MGI 8	Project Management	File material concerning the management and administration of Agency projects. Subdivide by project name.
MGI 8-1	Training	File materials used in conducting training on project management activities.
MGI 8-2	Project Management Reviews	File materials documenting project management reviews.
MGI 9	Management Studies and Analysis	File intra- and inter-Agency management improvement studies and analysis.
MGI 10	Management Analysis and Review	File material about the review and analysis of progress made by or deficiencies of Agency programs. Include plans for corrective actions.
MGI 10-1	CORP Review	File material about the analysis, review, and evaluation of County Office administrative and program operations to detect or prevent the occurrence of improper operations, program violations, and administrative problems.

File Code	Subject	Type of Material
MGI 10-2	Administrative	File material about the analysis and review of Agency administrative programs.
MGI 10-3	Program	File material about the analysis and review of Agency programs.
MGI 11	Management Improvement Programs	File material concerning specific management improvement programs; such as the Paperwork Reduction Act and Reform 88. Subdivide by program.
MGI 12	Workload Analysis and Measurement	File material concerning workload analysis and measurement.
MGI 13	Total Quality Management	File correspondence and material concerning total quality management goals achieved by improving division operations to effect improvement in the delivery of services.
MGI 13-1	Training/Workshops	File correspondence and material on total quality management training sessions, workshops on team building, and other aspects of total quality management. Subdivide by location.
MGI 13-2	Resources	File correspondence and material on outside sources and consultants.
MGI 13-3	USDA Network Teams	File correspondence and material about the USDA network teams of program managers.

File Code	Subject	Type of Material
MGI 14	Performance Engineering	File general correspondence and materials about performance measurement under the Government Performance and Results Act (GPRA). This includes establishing methods used to measure and evaluate effectiveness of agency program processes and outcomes.
MGI 14-1	Business Process Assessments	File evaluations of business processes. Includes the assessment methodologies used and final reports.
MGI 15	Systems Engineering	File general correspondence and materials about systems engineering analysis and assessments.
MGI 15-1	Systems Engineering Analysis Cases	File systems engineering correspondence and materials including systems analyses, needs and deficiency assessment, concept of operations, systems design, and software engineering. Subdivide by system.

This table contains the subject file codes for management of information resources files.

Use white labels for all MIR file codes and subjects.

File Code	Subject	Type of Material
Management of Information Resources Files. Use this subject category for material concerning the management and control of all types of information resources.		
MIR	Management of Information Resources	File general correspondence about the management of information resources too broad to be filed under 1 of the more specific subjects in this exhibit.
MIR 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
MIR 2	Policy and Procedure	File background material that documents the important aspects of the development of Agency and Departmental policy and procedure for management of information resources.
MIR 2-1	Standards	File general information on standards, procedures, guidelines, Departmental Information Processing Standards program management requirements, and waiver requirements.
MIR 3	Meetings/Training Meetings/Committees	File general material concerning meetings, training, and committees on management of information resources.
MIR 3-1	Invitations and Engagements	File correspondence about invitations to speak at or attend conferences and engagements.
MIR 4	Projects	File material about management of information resources projects.

Management of Information Resources File Guide (Continued)

File Code	Subject	Type of Material
MIR 5	Automation	File correspondence and material concerning automation of information resources.
MIR 6	Planning	File material not directly related to either long-range planning or capacity planning.
MIR 7	Long-Range Planning	File material concerning USDA long-range IRM planning guidance, Agency long-range plans, USDA IRM plans, and correspondence with senior IRM officials.
MIR 7-1	5-Year Plan	File material concerning the IRM 5-year plans.
MIR 7-2	IRM Initiatives	File correspondence and material about the IRM initiatives.
MIR 7-3	IRM Review Board	File correspondence and material that were submitted to the IRM Review Board.
MIR 8	ADP Budgets (A-11)	File material concerning the submission of exhibits and narratives for ADP obligations and expenditures.
MIR 9	Capacity Planning	File material concerning projected future workload and service requirements, estimated needed capacity changes, and plans for timely delivery of additional capacity when required.
MIR 10	Technical Approvals	File material concerning requests for technical approval to acquire or use ADP resources.

This table contains the subject file codes for motor vehicle files.

Use white labels for all MTV file codes and subjects.

Motor Vehicle Files. Use this subject category for correspondence and related material concerning motor vehicles.		
File Code	**Subject**	**Type of Material**
MTV	Motor Vehicles	File general material and correspondence concerning the authorization to lease, purchase, or dispose of motor vehicles.
MTV 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
MTV 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure for motor vehicles. Include laws and regulations.
MTV 3	Meetings and Committees	File general material concerning meetings and committees on motor vehicles.
MTV 4	Projects	File general material on motor vehicle projects.
MTV 5	Leasing	File material about obtaining authority to lease GSA vehicles or authority to lease vehicles commercially.
MTV 6	Agency-Owned	File material concerning the purchase or disposal of Agency-owned vehicles.
MTV 7	Motor Vehicle Operation and Maintenance	File records concerning gas and oil consumption, dispatching and scheduling, and service and repairs.
MTV 8	Motor Vehicle Accidents	File records concerning motor vehicle accidents.
MTV 9	Motor Vehicle Releases	File records concerning the transfer, sale, donation, or exchange of vehicles.
MTV 10	Motor Vehicle Operators	File records concerning individual employee operations of Government-provided vehicles. Include authorization for storage and use, letters of commitment, and other related documents.

Organizational Management File Guide

This table contains the subject file codes for organizational management files.

Use white labels for all ORM file codes and subjects.

Organizational Management Files. Use this subject category for general correspondence and related material on policy, organization, reports, functions, committees, and related records that document the organization and functions of the Agency.		
File Code	**Subject**	**Type of Material**
ORM	Organizational Management	File general correspondence about organizational management too broad to be filed under 1 of the more specific subjects in this exhibit.
ORM 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
ORM 2	Policy and Procedure	File general correspondence about the organizational policies and procedures of the Agency.
ORM 3	Meetings/Training Meetings/Committees	File correspondence about meetings, training, and committees on the substantive functions of the Agency. This includes invitations, minutes, and agendas.
ORM 3-1	Invitations and Engagements	File correspondence concerning invitations to speak, attend conferences, and engagements.
ORM 4	Projects	File materials concerning organizational management projects.

Organizational Management File Guide (Continued)

File Code	Subject	Type of Material
ORM 5	Delegations of Authority	File material on delegations of authority to identify positions or persons, and temporary or limited delegations to positions or persons, at the division director level and above.
ORM 6	Program Planning and Evaluation	File general material on the overall planning, direction, coordination, supervision, review, and evaluation of program goals.
ORM 6-1	Administrative Management	File correspondence about planning, reviewing, and evaluating administrative management programs.
ORM 6-2	Program Management	File correspondence about planning, reviewing, and evaluating program management according to the policies set for the management officials.
ORM 7	Organizations and Reorganizations	File general correspondence on organization and reorganization plans, history, and background of Agency elements, and the establishment and jurisdiction of regional offices. Include organizational charts, functional statements, history, and background of Agency elements. Subdivide by Agency, then by office, as shown.
ORM 7-1	FSA	
ORM 7-1-1	National Offices	
ORM 7-1-2	KCMO	
ORM 7-1-3	KCCO	
ORM 7-1-4	APFO	
ORM 7-1-5	State Offices	
ORM 7-1-6	County Offices	
ORM 7-1-7	Ag Credit Teams	
ORM 7-1-8	St. Louis Finance Office	

File Code	Subject	Type of Material
ORM 7-2	RMA	File general correspondence on organization and reorganization plans, history, and background of Agency elements, and the establishment and jurisdiction of regional offices. Include organizational charts, functional statements, history, and background of Agency elements. Subdivide by Agency, then by office, as shown.
ORM 7-2-1	Headquarters	
ORM 7-2-2	RDD	
ORM 7-2-3	RSO's	
ORM 7-2-4	CFO's	
ORM 7-3	FAS	
ORM 7-3-1	Headquarters	
ORM 7-3-2	Overseas Posts, by Country	
ORM 8	Committees and Boards	File information and material about establishing official Agency committees, boards, task forces, and advisory committees. File information and material about establishing committees, lists of members, nominees, agendas, minutes, and reports of activities and other related material. Subdivide by name of committee or board.
ORM 8-1	State Committees	
ORM 8-2	County Committees	
ORM 8-3	Community Committees	

Organizational Management File Guide (Continued)

File Code	Subject	Type of Material
ORM 8-4	Other Committees and Boards	File material about the committees and/or boards not contained in file codes ORM 8-1 through ORM 8-3. Subdivide by name of committee or board.
ORM 8-5	Interagency or International Committees or Task Forces	File information and material about agency committees or task forces, nominees, members, agendas, minutes, reports, activities, and recommendations. Subdivide by committee or task force title.
ORM 8-6	Advisory Committees and/or Boards	File material about statutory advisory committee, nonstatutory advisory committees, and supporting documents. Subdivide by name of committee.
ORM 9	Manpower Planning	File correspondence and material about manpower planning.
ORM 10	Schedules of Daily Activities	File schedules, appointment books, and calendars for deputy administrators and above. **Notes:** Schedules of daily activities for the Administrator, Associate Administrator, Executive Assistants, Special Assistants, Confidential Assistants, Assistants to the Administrator, Deputy Administrators, and Assistant Deputy Administrators are historical record material that must be offered to NARA by MSD, Records and Reports Staff. These offices shall contact the Records and Reports Staff to transfer the official historical books, logs, and documentation, when no longer needed.
ORM 11	Intradepartmental Relations	File correspondence and supporting material about issues of concern between USDA agencies.

Paperwork and Data Management File Guide

This table contains the subject file codes for paperwork and data management files.

Use white labels for all PD file codes and subjects.

Paperwork and Data Management Files. Use this subject category for all aspects of paperwork and data management, including forms, directives, reports, records, and correspondence.

File Code	Subject	Type of Material
PD	Paperwork and Data Management	File correspondence and related material about paperwork and data management subjects.
PD 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PD 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure. Include laws and regulations.
PD 3	Meetings and Committees	File general material concerning meetings and committees on paperwork and data management activities. Subdivide as needed.
PD 4	Projects	File general material about paperwork and data management projects. Subdivide as needed.
PD 5	Correspondence Management	File general material concerning correspondence management.
PD 6	Directives Management	File general material about directives management.
PD 6-1	Writer's Files	File case files documenting development and improvement of Agency directives. Include drafts, notes, and correspondence between author and MSD, Directives Section, copies of related correspondence, regulations, and material to be incorporated.

Paperwork and Data Management File Guide (Continued)

File Code	Subject	Type of Material
PD 7	Forms Management	General material concerning the planning and execution of procedure to standardize, design, construct, and control the use, numbering, and distribution of forms.
PD 7-1	Forms Case Files	File record copies of each form created by an Agency with related instructions and documentation showing inception, scope, and purpose of the form.
PD 8	Records Management	File general material concerning records management, including requests for files assistance, records system interpretation, and similar or related documents.
PD 8-1	Studies and Surveys	File reports of studies and surveys performed to identify and correct paperwork problems, improve procedures, operating performance and effectiveness, and aid management.
PD 8-2	Files Maintenance	File material concerning records and filing systems and techniques evolved to maintain records for retrieval and scheduled disposition.

Paperwork and Data Management File Guide (Continued)

File Code	Subject	Type of Material
PD 8-3	Records Disposition	File general correspondence on policy and procedure to be followed in administering and operating FFAS' records disposition program.
PD 8-3-1	Disposition Schedules	File general correspondence about scheduling records.
PD 8-3-2	Records Retirement	File documents reflecting files that have been transferred or retired. Include record shipment documents and copies of SF-135's.
PD 8-3-3	Statistical Reports of Record Holdings	File completed reports of record holdings.
PD 8-4	Records Equipment and Supplies	File correspondence concerning records equipment and supplies.
PD 8-5	Records Security	File correspondence and material about records security maintenance issues, combinations, changing combinations, and storage requirements.
PD 9	Reports Management	File correspondence and material concerning reports management.

This table contains the subject file codes for personnel management files.

Use while labels for all PM file codes and subjects.

Personnel Management Files. Use this subject category for general correspondence about all phases of personnel management.		
File Code	**Subject**	**Type of Material**
PM	Personnel Management	File general correspondence about personnel management too broad to be filed under 1 of the more specific subjects in this exhibit.
PM 1	Reports and Statistical Summaries	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PM 2	Policy and Standards	File material concerning personnel management policies and standards.
PM 3	Meetings/Training Meetings/Committees	File correspondence and material concerning meetings, training meetings, and committees on personnel management activities. Subdivide as needed.
PM 3-1	Invitations and Engagements	File correspondence concerning invitations to speak at or attend conferences and engagements.
PM 4	Projects	File general material about personnel management projects. Subdivide as needed.
PM 5	Official Personnel Folders	File only official personnel files maintained by Agency personnel offices.
PM 5-1	Unofficial Personnel Folders	File division or supervisor's copy of records on individual employees. Subdivide by employee.

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 6	Employment	File material concerning the general administration and operation of personnel functions.
PM 6-1	Applicants	File material concerning applications for employment.
PM 7	Position Classification	File material concerning the development of standards for classification of positions. Includes standards and guidelines issued or reviewed by OPM.
PM 7-1	D.C. Classification	File material concerning National Office classifications. Subdivide as needed.
PM 7-2	State/Field Office Classification	File material concerning classifications of State and Field Offices, except County Offices.
PM 7-3	County Office Classification	File material concerning County Office classifications.
PM 7-4	Position Descriptions	File copy of position descriptions.
PM 7-5	Surveys	File material concerning classification survey reports, inspections, desk audits, and evaluations.
PM 7-6	Appeals	File material concerning classification appeals.
PM 8	Incentives and Awards	File material concerning general awards records. Subdivide by title of award.
PM 8-1	Employee Suggestions	File material about employee suggestions submitted for review. Subdivide by Agency, then by State. **Note:** Official record copies of employee suggestions are maintained for the National Office by HRD.

File Code	Subject	Type of Material
PM 9	Recruitment	File material about recruitment efforts and jobs to potential employees. Subdivide as needed.
PM 9-1	Recruitment Plans	File material about annual recruitment plans.
PM 9-2	Career Literature and Handouts	File correspondence, literature, and handouts.
PM 9-3	Interviews	File material about interviews with employees.
PM 9-4	Selection	File material about employment offers and acceptance or rejection of those offers.
PM 9-5	Merit Promotion	File SF-171's, OF-612's, resumes, position announcement, applicant ratings, and any other material that documents competitive appointment procedures as required by OPM.
PM 9-6	Special Programs	File material about special employment programs. Subdivide by program.
PM 9-7	Special Authorities	File material concerning excepted service.
PM 9-8	Freeze	File correspondence and material concerning the hiring freeze, exemptions, and other related documents. Subdivide as needed.
PM 9-9	Reductions-in-Force	File correspondence, plans, and reports concerning reductions-in-force.

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 10	Performance Evaluations	File general material about employees' performance.
PM 10-1	Non-SES Appointees	File performance appraisals records, job elements, and so forth. Subdivide alphabetically by employee name.
PM 10-2	SES Appointees	File performance appraisal records, job elements, and so forth. Subdivide alphabetically by employee name.
PM 10-3	Awards	File correspondence and material about awards for sustained superior performance, merit pay, and quality service step increases. Subdivide by type.
PM 11	Attendance and Leave Administration	File general material on attendance and leave.
PM 11-1	Time and Attendance Folders	File individual employees' time and attendance folders, including time off award documentation. **Note:** File individual records by employee name, in alphabetical order.
PM 11-2	Family Friendly Leave Act	File AD-1098's documenting sick leave used in caring for other family members. Subdivide and maintain AD-1098 by leave year.
PM 11-3	Leave Administration	File general material concerning absence and leave.
PM 11-4	Holiday Leave	File general material concerning holiday leave and use of administrative leave.
PM 11-5	Leave Restoration	File general material about leave restoration. Subdivide by employee name.
PM 11-6	Leave Transfer Program	File general material about the Leave Transfer Program. Subdivide by employee name.

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 11-7	Leave Without Pay	File general material concerning leave without pay and special rules that apply.
PM 11-8	Notice of Leave Restrictions	File general material about leave restrictions. Subdivide by employee name.
PM 11-9	Sick and Annual Leave	File general material about the use of sick and annual leave.
PM 11-10	Travel and Expenses	File material about the use of leave while on travel and what expenses are paid.
PM 11-11	Military	File material about the special rules for using military leave.
PM 11-12	Education	File correspondence about rules for using leave for educational purposes.
PM 12	Tours of Duty	File general material concerning the establishment of tours and hours of duty.
PM 12-1	Hours and Pay/Work Schedules	File general material about pay and work schedules.

File Code	Subject	Type of Material
PM 13	Conduct and Discipline	File general correspondence and material on the conduct and discipline of employees. Subdivide by employee name.
PM 13-1	Conflict of Interest	
PM 13-2	Employee Indebtedness/ Garnishments	File correspondence concerning attachments of salary for payment of back child support, income taxes, or other debts of employee. Subdivide by State, then employee name.
PM 13-3	Financial Disclosures Reports	File general correspondence and material on the conduct and discipline of employees. Subdivide by employee name.
PM 13-4	Letters of Reprimand/Warning	
PM 13-5	Outside Employment	
PM 13-6	Political Activities (Hatch Act)	
PM 13-7	Proposed Dispositions	
PM 13-8	Removals and Terminations	
PM 13-9	Suits	
PM 13-10	Suspensions	
PM 13-11	Hearings	

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 14	Labor Management Relations	File general material concerning the relationship between management and employee unions or other groups.
PM 14-1	Union Activity	File general correspondence about union meetings, minutes, elections, and activities. Subdivide by name of union.
PM 14-1-1	Negotiation/Consultation Issues	File correspondence concerning negotiable items for all bargaining unit employees and the schedules for these issues. Subdivide as needed.
PM 14-1-2	Labor Management Training	File correspondence and material about training shop stewards and officers.
PM 14-2	Partnership Council	File correspondence and background material concerning the council, including minutes, elections of members and alternates, issues, and council activities.
PM 15	Insurance/Health Benefits	File general correspondence and material concerning insurance programs, deductions, and employee benefits.
PM 15-1	Federal Employee Program Reports	File reports and material concerning the Federal employee program.
PM 15-2	Federal Employee Group Life Insurance	File material and brochures about the Federal employee group life insurance plans. Subdivide as needed.
PM 15-3	Federal Employees Health Benefits	File general correspondence, material, and brochures about Federal employees health benefits.

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 16	Safety and Health	File general material about safety and health of Federal employees, safety programs, methods of accident prevention, first-aid programs, and health unit programs. Subdivide as needed.
PM 16-1	Personal Injury/ Workman's Compensation	File general material concerning on-the-job injuries, including those covered under workman's compensation. Subdivide by employee name.
PM 16-1-1	Workman's Compensation	File correspondence and material about workman's compensation requirements.
PM 16-2	Motor Vehicle Driver Permits	File copy of employee's driver permit and related documents.
PM 16-3	Accident Claims	File general material about motor vehicle accident claims.
PM 17	Personnel Counseling	File reports of interviews, analysis, and related records about counseling services.
PM 17-1	Alcohol and Drug Abuse Programs	File records created in planning, coordinating, and directing an alcohol and drug abuse program.
PM 18	Retirement and Social Security	File correspondence and related material about retirement, Social Security, and employee entitlements under the different programs or plans. Subdivide by program or plan and employee name.
PM 18-1	CSRS	
PM 18-2	Federal Employees Retirement System	
PM 18-3	Thrift Savings Plan	

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 18-4	Retirement Assistance	File correspondence and related material about retirement, annuities, calculations, computations, Social Security, and employee entitlements under the different programs or plans. Subdivide by program or plan and employee name.
PM 18-5	Retirement Claims	File case files documenting individual employee's retirement benefits. Subdivide by employee name.
PM 18-6	Special Retirement Programs	File material concerning the special retirement plans offered for early outs, buyouts, and Voluntary Separation Incentive Payments Program.
PM 18-6-1	Voluntary Separation Incentive Payments Program	File Voluntary Separation Incentive Payments Program case files, including FSA-334's, computations of Voluntary Separation Incentive Payments Program, and retirement annuity. Subdivide by employee name.
PM 19	Security Clearance	File general correspondence and material about security clearances.
PM 19-1	Security Clearance Cases	File case files documenting the processing of investigations on Federal employees.

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM-20	Training and Career Development Records	File general material concerning the establishment and operation of training courses and conferences.
PM 20-1	Employee Training	File correspondence, reports, and other records concerning the availability of training and employee participation in training programs sponsored by other Government agencies or non-Government institutions.
PM 20-2	Career Counseling	File correspondence and material concerning testing, guidance on career opportunities, and training to promote career development.
PM 20-3	Training Courses and Seminars	File correspondence and memorandums announcing courses available, including information concerning nominations, nominees, and employees selected. Subdivide by course title or program.
PM 20-4	Training Facilities and Equipment	File correspondence and material concerning the training facilities used by FFAS offices to perform training and the equipment that is available at the training facilities.
PM 20-5	IDP's	File employees' individual development plans. Subdivide as needed.

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 21	Grievance Procedures	File general material about the necessary procedures to take when an employee has grounds for complaint.
PM 21-1	Grievances and Appeals Cases	File case files, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records concerning a reconsideration request. Subdivide by type of grievance and appeal, then by employee name.
PM 21-1-1	County Office/DAFP Appeals	
PM 21-1-2	Formal and Informal Settlements	
PM 21-1-3	Merit Pay	
PM 21-1-4	Merit System Pay Board Appeals	
PM 21-1-5	Performance Appraisals	
PM 21-1-6	Qualification Requirements for County Office Employees	
PM 21-2	Adverse Action Cases	File records created in reviewing an adverse action, such as a disciplinary or nondisciplinary removal, suspension, leave without pay, or reduction-in-force, against an employee. Subdivide by employee name.
PM 22	Employee Services	File correspondence and material about employee organizations, fund drives, Combined Federal Campaign, blood donations, and other activities handled by employee services. Subdivide as needed.

Personnel Management File Guide (Continued)

File Code	Subject	Type of Material
PM 23	Foreign Service	File correspondence and materials concerning all aspects of foreign service operations.
PM 23-1	Foreign Service Position Classification	File general correspondence and materials concerning development of standards for classification of foreign service employees serving in headquarters and overseas positions.
PM 23-1-1	Foreign Service National Position Classification	File correspondence and materials concerning development of standards for classification of foreign service national employees. Subdivide as needed.
PM 23-1-2	Foreign Service Position Description Files	Files of position descriptions for foreign service positions overseas. Subdivide by Country, Area.
PM 23-2	Foreign Service Selection/Placement	File correspondence and materials concerning selection and/or placement of foreign service employees.
PM 23-2-1	Foreign Service Selection Boards	File correspondence and materials on foreign service selection boards.
PM 23-2-2	Lateral Entry Program	File correspondence and materials concerning the lateral entry program into the foreign service. Subdivide as needed.
PM 23-2-3	Foreign Service Commissioning andTenuring	File correspondence and materials concerning the commissioning and tenuring process for foreign service employees.
PM 23-2-4	Washington Placement Plan	File correspondence and materials concerning the Washington Placement Plan.
PM 23-2-5	Executive Advisory Group (EAG)	File correspondence and materials concerning the activities of the EAG.

Printing, Binding, Duplicating, and Distributing Records File Guide

This table contains the subject file codes for printing, binding, duplicating, and distributing records files.

Use white labels for all PNTG file codes and subjects.

Printing, Binding, Duplicating, and Distributing Records Files. Use this subject category for material concerning printing, binding, duplicating, and distributing records.		
File Code	**Subject**	**Type of Material**
PNTG	Printing, Binding, Duplicating, and Distributing Records	File general material concerning printing, binding, duplicating, and distributing records.
PNTG 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PNTG 2	Policy and Procedure	File background material that documents the important aspects of Agency, Departmental, GPO, and GSA policy and procedure. Include laws and regulations.
PNTG 3	Meetings/Training Meetings/Committees	File general material concerning meetings, training, and committees on printing, binding, duplicating, and distributing records.
PNTG 4	Projects	File general material about printing, binding, duplicating, and distributing projects.
PNTG 5	Printing Requisitions	File AD-270's.

Printing, Binding, Duplicating, and Distributing Records File Guide (Continued)

File Code	Subject	Type of Material
PNTG 6	Equipment Requisitions	File requisitions and correspondence concerning purchase of printing and copying equipment.
PNTG 7	Printer's Reproducibles	File photo offset negatives that were used to print.
PNTG 8	Sample Copies	File sample copies of forms and documents.
PNTG 9	Printing Cases	File general material documenting all steps of printing documents.
PNTG 10	Copying Services	File material about reproducing printed material and fast copy centers.
PNTG 11	Distribution	File correspondence, forms, and material about distributing printed material.
PNTG 11-1	Distribution Lists	File correspondence and material about additions and deletions to distribution lists. Subdivide as needed.

Personal Property Management File Guide

This table contains the subject file codes for personal property management files.

Use white labels for all PPM file codes and subjects.

Personal Property Management Files. Use this subject category for correspondence and related material about control, identification, inventory loss or damage, and transfer of personal property.

File Code	Subject	Type of Material
PPM	Personal Property	File correspondence and related material about personal property too broad to be filed under 1 of the more specific subjects in this exhibit.
PPM 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PPM 2	Policy and Procedure	File background material that documents the important aspects of Agency, Departmental, GSA, and OO policy and procedure. Include laws and regulations.
PPM 3	Meetings and Committees	File material concerning personal property meetings and committees.
PPM 4	Projects	File general material about personal property projects. Subdivide as needed.
PPM 5	Miscellaneous Services	File general material concerning requests for carpet installation, carpet cleaning, furniture repair, and locks and keys for furniture and equipment.
PPM 6	Special Equipment/Furniture Requests	File general material and correspondence about setting up special equipment and furniture for conferences and meetings, including dismantling afterwards.

File Code	Subject	Type of Material
PPM 7	Equipment Maintenance and Repair	File general correspondence and material about the maintenance and repair of all equipment belonging to FFAS offices. Subdivide as needed.
PPM 8	Equipment/Furniture Purchase Requests	File correspondence about requests for purchasing personal property.
PPM 9	Credentials	File material concerning letters of authority, authorized personnel listings, and so forth, to issue property passes for equipment.
PPM 10	Excess/Surplus Property	File material and correspondence on the reporting, transfer, sale, or other dispositions of excess or surplus property. Subdivide as needed.
PPM 11	Inventory	File material, correspondence, and reports concerning special or annual physical inventories. Subdivide as needed.
PPM 11-1	Capitalized	File correspondence concerning single purchases of inventory of $4,999 and above. Subdivide by office.
PPM 11-2	Noncapitalized	File correspondence concerning single purchases of inventory under $4,999. Subdivide by office.
PPM 12	Storage	File material and correspondence concerning storage of personal property.

This table contains the subject file codes for procurement and contract files.

Use white labels for all PRC file codes and subjects.

Procurement and Contract Files. Use this subject category for general correspondence and related material concerning procuring Agency supplies, equipment, and services; contracting for supplies and services; and inter-Agency agreements. Do not use this outline for documentation that is appropriate for filing in a specific contract or procurement case file.		
File Code	**Subject**	**Type of Material**
PRC	Procurement and Contracting	File general correspondence about procurement and contracting too broad to be filed under 1 of the more specific subjects in this exhibit.
PRC 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
PRC 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure for procuring and contracting. Include laws, regulations, and decision and issue papers.
PRC 3	Meetings/Training Meetings/Committees	File correspondence and material about meetings, training, and committees about procuring and contracting activities.
PRC 4	Projects	File correspondence and material about procuring and contracting projects.
PRC 5	Automation	File correspondence and material about automation of procuring and contracting.

Procurement and Contract File Guide (Continued)

File Code	Subject	Type of Material
PRC 6	ADP Procurement	File general correspondence and material concerning the actual procurement of all automatic data processing equipment available software, maintenance services, and related supplies by the Government and contractors.
PRC 6-1	Hardware	File correspondence and material concerning technical approvals, delegations of procurement authority, and benefit and cost analysis studies for hardware.
PRC 6-2	Software	File correspondence and material concerning technical approvals, delegations of procurement authority, and benefit and cost analysis studies for software.
PRC 6-3	Services	File correspondence and material concerning technical approvals, delegations of procurement authority, and benefit and cost analysis studies for services.
PRC 6-4	Maintenance Agreements	File correspondence and material concerning technical approvals, delegations of procurement authority, and benefit and cost analysis studies for maintenance agreements. Subdivide by agreement.
PRC 7	Authorizations/ Appointments	File correspondence and material concerning authorizations of purchase limitations and certificates of contracting officers.

File Code	Subject	Type of Material
PRC 8	Suppliers and Contractors	File general correspondence concerning suppliers and contractors of services, supplies, and equipment.
PRC 8-1	Bidders' Lists	File correspondence and material concerning bidders' lists or cards of acceptable bidders.
PRC 8-2	Ineligible Bidders	File correspondence and material concerning firms and individuals debarred, suspended, or declared ineligible for any reason.
PRC 8-3	Small/Minority Businesses	File correspondence and material, reports, studies, and goal statements and records concerning the small and disadvantaged business utilization program.
PRC 8-4	Catalogs, Price Lists, and Schedules	File correspondence and material about catalogs, price listings, and schedules.
PRC 9	Purchase Orders and Requisitions	File general correspondence and material about purchase orders and requisitions. Subdivide by amount of purchase: • transactions of $25,000 or more • transactions less than $25,000.
PRC 10	Contracts and Agreements	File by type of contract; such as lease, rental, or inter-Agency agreement. Include general material on solicitations, invitations for bids and requests for proposals, and evaluations of bids and proposals. Subdivide as needed.

File Code	Subject	Type of Material
PRC 11	Consulting Services	File correspondence and material concerning consultants' fees, work or services to be performed, length of services, specifications, and findings and recommendations made by the consulting firm or agent. Subdivide as needed.
PRC 12	Contract Appeal Cases	File correspondence and material for contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.
PRC 13	Government Commercial Credit Card	File correspondence and material concerning policy and procedure for Government commercial credit cards that are used to procure supplies and nonpersonal services.
PRC 13-1	Report	File reports concerning Government-issued commercial credit card companies. Subdivide by report title.
PRC 13-2	Credit Card Case Files	File credit card case files, including applications, correspondence, cardholder activity reports, bank invoices, business account summaries, FSA-488's, AD-757's, and all background documents submitted to gain use of Government procurement commercial credit card. Subdivide by State and by employee name.
PRC 13-3	Agency Program Coordinator	File correspondence and material about agency program coordinators and their responsibilities for National and Field Offices.

Real Property Management File Guide

This table contains the subject file codes for real property management files.

Use white labels for all RPM file codes and subjects.

Real Property Management Files. Use this subject category for general material about the construction and maintenance of Agency-owned or Agency-leased buildings and facilities.		
File Code	**Subject**	**Type of Material**
RPM	Real Property Management	File correspondence and related material about real property too broad to be filed under 1 of the more specific subjects in this exhibit.
RPM 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit. Subdivide as needed.
RPM 2	Policy and Procedure	File general material on Agency and Departmental policy and procedure issued by GSA, USDA, and OO.
RPM 3	Meetings/Training Meetings/Committees	File correspondence and general material about meetings, training, and committees concerning real property management activities. Subdivide as needed.
RPM 4	Projects	File general material about real property management projects. Subdivide as needed.
RPM 5	Space	File general material about use, service, and operation of space. This includes collocated offices.
RPM 5-1	Maintenance and Services	File material concerning issuance of keys and locks, and installation, repair, or maintenance of heating, lighting, ventilation, cooling, electrical, and plumbing systems. Subdivide by office.
RPM 5-2	Layouts	File office layouts for electric, furniture, and equipment. Subdivide by office.
RPM 5-3	Assignments/Moves	File general material and correspondence concerning new space assignments and all phases of moves.

File Code	Subject	Type of Material
RPM 6	Parking	File general material about parking assignments, overtime parking passes, and carpool requirements and restrictions.
RPM 7	Leasing	File general material concerning leasing.
RPM 7-1	Leasing Policy/ Procedure	File material specifically concerning leasing policy and procedure issued from GSA, USDA, and OO.
RPM 7-2	Lease Cases	File material on specific leases to include: • the requirements • presurvey material • market survey and solicitation for offers • negotiations and evaluations • unsuccessful offers • the successful offer award • lease and contract administration • all other correspondence. Subdivide as needed.
RPM 8	Office Upgrades	File all material concerning office upgrades. Include material and correspondence concerning office upgrade project planning and other phases. Subdivide by office.
RPM 9	Collocations	File all general correspondence, material concerning the collocation of offices, consolidation of County Offices, responsibilities, and so forth.
RPM 10	Decollocation Requests	File all correspondence requesting decollocations along with justifications.

Real Property Management File Guide (Continued)

File Code	Subject	Type of Material
RPM 11	USDA Day Care	File general material concerning the initiation and planning of day care centers.
RPM 12	Handicapped Accessibility	File material and correspondence concerning the accessibility of buildings and office space for handicapped employees.
RPM 13	Security/Safety Issues	File material and correspondence concerning security issues, as well as safety issues to include asbestos, water sampling, air tests, and so forth.

This table contains the subject file codes for telecommunications files.

Use white labels for all TCM file codes and subjects.

Telecommunications Files. Use for material of a general nature concerning the transmission, emission, or reception of signals, signs, writing, images, sounds, or intelligence of nature by wire, cable, satellite, fiber optics, laser, radio, visual or other electronic, electric, electromagnetic, or acoustically coupled means.		
File Code	Subject	Type of Material
TCM	Telecommunications	File general material concerning telephone service, installation, assignment of numbers, and repairs.
TCM 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
TCM 2	Policy and Procedure	File background material that documents the important aspects of Agency and Departmental policy and procedure. Include laws and regulations.
TCM 3	Meetings/Training Meetings/Committees	File correspondence and general material concerning telecommunications meetings, training, and committees. Subdivide as needed.
TCM 4	Projects	File general material about telecommunications projects. Subdivide as needed.
TCM 5	Voice Telecommunications	File general correspondence and material concerning voice telecommunications equipment and services.

File Code	Subject	Type of Material
TCM 5-1	Telephone Orders	File copies of the telephone orders submitted. Subdivide as needed.
TCM 5-2	Telephone Service Requests	File general correspondence concerning requests for equipment installation, removal, upgrades, and service.
TCM 5-3	Voice Mail	File correspondence and material concerning voice mail requests.
TCM 6	Telephone Statements	File simplified intergovernmental billing and collection statements of telephone calls billed to FFAS. Subdivide by agency.
TCM 7	Credit Cards	File telephone credit card correspondence and material.
TCM 7-1	Credit Card Bills	File correspondence concerning credit card bills.
TCM 7-2	Renewals/Cancellations of Credit Cards	File correspondence and material concerning renewals and cancellations for credit card holders.
TCM 8	Data Telecommunications	File correspondence and material concerning management and operations of data telecommunications equipment, facilities, and services.
TCM 8-1	DEPNET	File correspondence concerning USDA's long-distance communications services, including requests for service, changes, removals, and assignment of ID's.
TCM 8-2	FAX	File correspondence on FAX equipment, numbers assigned, and related material.
TCM 8-3	Wire Services	File correspondence and material concerning leased wire service, schedules, and rates.

File Code	Subject	Type of Material
TCM 9	FTS2000	File correspondence and material about USDA's electronic mail system called FTS2000, including requests for assistance, training, and expenditures.
TCM 10	LAN/Wide Area Network (WAN) Management	File general correspondence concerning all aspects of LAN/WAN management and system administration. Subdivide by system name, such as Novell or Banyan.
TCM 10-1	LAN/WAN Task Force	File correspondence and material concerning the LAN/WAN Task Force.
TCM 10-2	LAN/WAN E-Mail	File correspondence and material about electronic mail use, procedures, passwords, shared folders, mail boxes, importing problems, and so forth.
TCM 10-3	LAN/WAN Assistance	File correspondence and material requesting assistance with network problems and disruptions. Subdivide by system.
TCM 10-4	LAN/WAN Security	File correspondence and material concerning security of the LAN/WAN system, access permissions, passwords, and backup files.
TCM 10-5	LAN/WAN Training	File correspondence and material concerning training requirements, schedules, locations of facilities, and so forth.

This table contains the subject file codes for travel files.

Use white labels for all TVL file codes and subjects.

Travel Files. Use this subject category for general correspondence and related material concerning domestic temporary duty travel, Agency-approved charge cards, travel agencies, modes of transportation, rebates and special benefits, relocations, entitlements, CCC-funded travel, and foreign travel.

File Code	Subject	Type of Material
TVL	Travel	File general correspondence and material too broad to be filed under 1 of the more specific subjects in this exhibit.
TVL 1	Reports	File reports too broad to be filed under 1 of the more specific subjects in this exhibit.
TVL 2	Policy and Procedure	File background material that documents the important aspects of the Agency and Departmental policy and procedure concerning travel. Include laws and regulations.
TVL 3	Meetings/Training Meetings/Committees	File general material concerning meetings, training meetings, and committees on travel. Subdivide as needed.
TVL 3-1	Invitations and Engagements	File correspondence concerning invitations to speak at or attend conferences and engagements.
TVL 3-2	Travel Policy User's Group (T-PUG)	File correspondence and material about the USDA Travel Policy User's Group meetings, minutes, and activities.
TVL 4	Projects	File correspondence and material about projects concerning travel.
TVL 5	Automation	File correspondence and material concerning automation of travel.

File Code	Subject	Type of Material
TVL 6	Temporary Duty Travel - Domestic	File general correspondence and material about domestic temporary duty travel, per diem, and subsistence, including policy and procedure.
TVL 6-1	Travel Authorizations (AD-202's)	File AD-202's and supporting documents that authorize employees' travel. Subdivide by division and number.
TVL 6-2	Itineraries and Delivery Lists	File itineraries and delivery lists. File in chronological order.
TVL 6-3	Travel Vouchers (AD-616's)	File AD-616's and copies of AD-202's, with copies of all receipts attached. Subdivide by division and number.
TVL 7	Advance of Funds (AD-615's)	File AD-615's, correspondence, and all other material concerning advances of funds.
TVL 7-1	Reports	File the following reports and any other reports about advances of funds not subsequently listed: • Cash Advance Report • Individual Balances Outstanding • Monthly Listings of Balances Outstanding. Subdivide by report title.
TVL 7-2	Logs/Registers	File advance of funds logs and registers. Subdivide as needed.

File Code	Subject	Type of Material
TVL 8	Agency-Approved Charge Cards	File general correspondence and material about policy and procedure for applying for and using Agency-approved cards, account lists, and current coordinators.
TVL 8-1	Applications	File applications and other material submitted to gain use of Agency-approved charge cards. File in alphabetical order by employee.
TVL 8-2	Reports	File the following reports and any other reports from the Agency-approved charge card company. Subdivide by the following report titles: • Airline Credit Reports and account lists • CCC Billings Reports • Complaint and Corrective Action Reports • Corporate Account Activity Summary • Delinquency Reports and attachments, by month.
TVL 8-3	Revocations/ Cancellations/ Changes of Location	File correspondence and background material about revocation of credit cards, cancellations, changes of location, and credit card change notices by date. Subdivide as needed.
TVL 8-4	Delinquency Letters	File delinquency letters that notify DD's of employees with outstanding account balances. File in chronological order.

Travel File Guide

File Code	Subject	Type of Material
TVL 9	Travel Agencies	File general correspondence and material about Agency-approved travel agencies.
TVL 9-1	Reports	File the following reports and any other reports from Agency-approved travel agencies. Subdivide by the following report titles: • Government Travel System Payment Activity • Savings Analysis Reports • Transactions Reports.
TVL 9-2	Travel Management Centers	File correspondence and material about the States' Travel Management Centers.
TVL 10	Modes of Transportation	File general correspondence and material about the different modes of transportation. Subdivide as needed.
TVL 10-1	Common Carriers/City Pairs	File correspondence and material concerning common carriers, per diem, mileage rates, fares, routes, and schedules. Subdivide by carrier.
TVL 10-2	Vehicles	File correspondence and other material about the use and allowances for privately owned, Government-owned, and Government-leased vehicles. Subdivide as needed.
TVL 10-3	Rental Cars	File correspondence and other material about the use of rental cars. This includes lists of rental car companies, Federally contracted agents, rates, and allowances for reimbursable costs.
TVL 11	Rebates/Special Benefits	File correspondence and other material about the use of rebates and special benefits. This includes first-class travel, Super Saver, frequent flyer and bonus mileage rebates, free tickets, or other benefits gained while on official travel.
TVL 11-1	Reports	File reports on rebates and special benefits. This includes first-class travel, rebates, and special benefits. Subdivide by report title.

File Code	Subject	Type of Material
TVL 12	Special Programs/Policy/ Reports	File correspondence and material on the following special programs, policies, reports, and any others not listed. Subdivide by program, policy, or the following report titles: • AD-616's/Travel Paid by Other Agencies • Bonus Goods/Promotional Material • Death While in Travel Status • Jury Duty/Subpoenas • Pre-Employment Interviews • Special Cases • Special Defense Authorization • Summer Interns • Tax Exemptions • Telephone Use During Travel • Travel to Award Ceremonies • Travel Obligations/Summary.
TVL 13	Relocations	File general correspondence and material about relocations.
TVL 13-1	Relocation Services Program	File general correspondence and material about the Relocation Services Program, including eligibility and authorization of allowances, guaranteed home sale service, home marketing assistance, home finding assistance, and mortgage finding assistance services. Subdivide first by contractor name, then by active and inactive. **Note:** Pull out folders and separate as they become inactive.

File Code	Subject	Type of Material
TVL 13-2	Program Assistants Relocation Case Files	File correspondence, FSA-164's, FSA-164-1's, FSA-164-2's, and other supporting documentation about relocations for program assistants. Subdivide first by employee name, then by active and inactive. **Note**: Pull out folders and separate as they become inactive.
TVL 13-3	Entitlements	File correspondence and material about relocation allowances for Federal and County Office employees. Subdivide entitlements, as needed, by the following: • Transportation expenses from old residence to new duty station (en route travel) • Travel expenses to seek a new residence (househunting trip) • Temporary quarters subsistence expenses • Miscellaneous expense allowance • Shipment and storage of household goods • Real estate expenses • Participation in the Relocation Services Program • Relocation income tax allowance • Time limitations of 80 hours for administrative leave • Expenses for shipment of a mobile home • Waivers • Allowances for commuting distance between old residence and new duty station
TVL 13-4	Relocation Income Tax Allowance	File correspondence, material, and tax tables about the allowance to reimburse transferred employees for the additional income taxes incurred as a result of this additional income.
TVL 13-4-1	Withholding Tax Allowance	File correspondence, material, and logs about withholding tax allowances.
TVL 13-4-2	AD-1000's	File AD-1000's, estimates, correspondence, and related material. Subdivide by employee name.
TVL 13-4-3	Waivers	File general correspondence and material about taxes on waivers of claims for relocation allowances.

File Code	Subject	Type of Material
TVL 14	CCC-Funded Travel	File general correspondence and material about per diem, advances, and vouchers for CCC-funded travel. Include foreign, contractor, and transfers or relocations, wire transfers of cash advances for CCC travel, and policy and procedure for these types of travel. Subdivide as needed.
TVL 14-1	Reports	File reports about CCC-funded travel. Subdivide as needed.
TVL 14-2	Temporary Duty Travel - Foreign	File general correspondence and material about temporary duty foreign travel; authorizations; per diem rates; diplomatic contacts; immunizations; conversion of currency; trip insurance; and reimbursement for required travel documents, such as passports, visas, birth or health certificates, and inoculations. Subdivide as needed.
TVL 15	International Travel	File general correspondence and background material concerning services provided for international travel for foreign service officers and others.
TVL 15-1	Travel Case Files	File copies of travel authorizations, visa requests, AD-121's, and all background material for USDA employees. Subdivide by employee name.
TVL 15-2	Official Passport Case Files	File official and diplomatic passports, with index card copies, signed passport releases, and all background material about travel approvals and assignments in alphabetical order by traveler's name. Pull out folders and separate when the file becomes inactive.
TVL 15-2-1	Passports Registers/Lists	File registers or lists of Agency personnel who have official passports. Subdivide as needed.